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ABSTRACT

Opening remarks at the Workshop were given by Erik Bromberg, Director of Library Services, and the keynote address was presented by the Hon. Lawrence H. Dunn. Topics covered during the workshop included: a view from the top; Washington to Ann Arbor; Portland to Washington; library services; the Federal Library Committee; the new service of the Department of Interior for a roving librarian; newsreels; union list of serials; summations from the field and the Department; weeding; cataloging; new products, processes and services; legal reference; bibliographies; book selection; communications; procurements; translations; new reference titles; binding; personnel; reprints; how to negotiate a reference question and interlibrary loans. Group meetings were held by the Bureaus of the Department. Participants evaluated the workshop and made recommendations for further workshops. (AB)

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PROCEEDINGS OF THE

1970
DEPARTMENTAL LIBRARY WORKSHOP

September 28 - October 2, 1970

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UNITED STATES DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY
OFFICE OF LIBRARY SERVICES
WASHINGTON, D.C.

February 1971
Office of Library Services
United States Department of the Interior
Washington, D. C.

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PREFACE

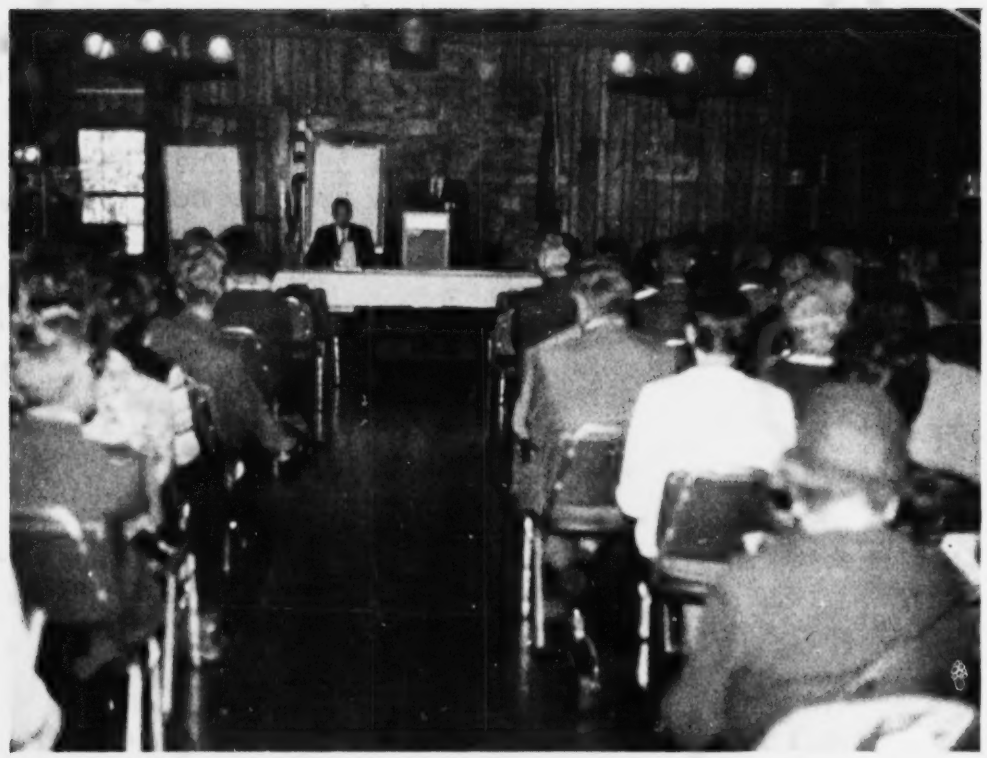
"Great! Best yet! Most valuable conference of any kind I ever attended! Now you have the idea!"

These are a few of the remarks you made to me on our final Friday. As for me, I felt that it was ironical that we at last "got the idea" and produced a truly rewarding conference as a farewell to the Bureau of Commercial Fisheries and the Federal Water Quality Administration.

Noteworthy to me about this Workshop was the professionalism in timing and staging shown by all our participants. It was a real pleasure to see that field and central office personnel were so at ease with each other that cooperative ventures such as this Workshop can develop so smoothly. It bodes well for the future of our library network.

Erik Bromberg

WELCOME TO SKYLAND



OPENING REMARKS

Erik Bromberg
Director of Library Services
Washington, D. C.

I need not tell you that this is both a proud and a sad hour for me. I am button busting proud of the group which produced by far the most professional program in our history. And I am sad, of course, because on Friday we say goodbye to nearly a third of our family, those of you in the Bureau of Commercial Fisheries and those in the Federal Water Quality Administration. We will miss you next year in our Western meeting - planned tentatively for Portland, Oregon where the Bonneville Power Administration will be host.

The program is a good one simply because it reflects the demands expressed by you in Denver last year. The 1971 program will be better because once again we are going to ask for suggestions for improvements. Please stay alert all five days to our good points and our shortcomings. Please watch for areas of improvements. Please advance new ideas regardless of how unusual they may sound. Above all, please speak up!

We are beginning to work together as a team. The Union List has borne the fruit we had hoped for. You are now borrowing from each other, sharing the load. Certainly it makes no sense for Miami to ask us for something St. Petersburg has. You are using FTS more to aid in inter-library loan and reference problems.

We are going to announce a new service to you today. One I think you all will welcome. One which the great majority of you asked for in past years. Watch for Elsie Yoder's presentation.

We are also going to press you for greater teamwork in the area of translations. Those of you who are concerned with this field will all agree to this request. In other words, as the poster Beth Fodor has posted say, "No one is as smart as all of us."

A close examination of this program will reveal that we sought the cooperation of the Department of Commerce - ESSA to be exact - the Weather Bureau. They were splendid except that they turned off the heat outside a few days too soon. They promise to do better today.

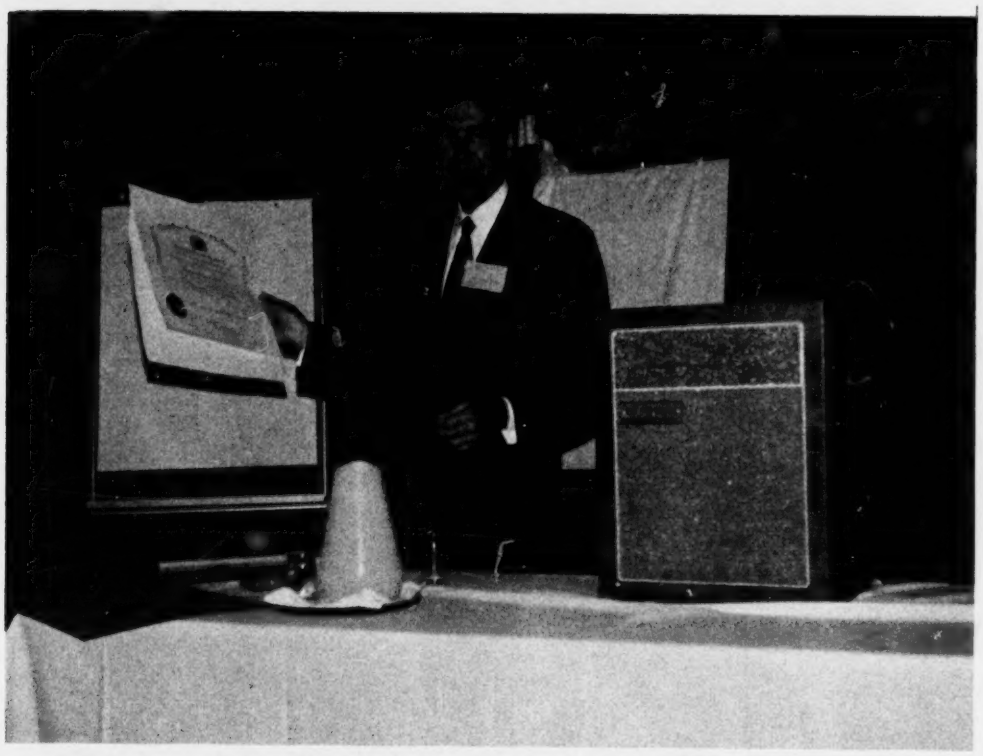
KEYNOTE ADDRESS

Hon. Lawrence H. Dunn
Assistant Secretary for Administration
Washington, D. C.

I wonder if those of you who are relatively new to the Department of the Interior, as I am, have taken time, as I have, to investigate our personal federal universe.

If you have, you have found that Secretary Hickel is assisted in his assignment by 75,600 of us. Included in this 75,600 are, among others, 195 librarians and library aides, 203 attorneys, 251 computer specialists, 5,405 teachers and school administrators, and 12,096 professional engineers and scientists.

These 75,600 employees, as you well know, are not by any means confined to the Washington, D. C. area. To be specific, we have about 1,850 field locations with Interior Department personnel in every state, territory and possession. We have 99 laboratories and 215 schools. We have many one-man stations and a few multi-thousand stations like those of the Bureau of Reclamation in Denver and the Bonneville Power Administration in Portland.



Honorable Lawrence H. Dunn

Most of the figures which I have cited above - and many more - are to be found in a stimulating report by the Office of Personnel Management entitled "Manpower in the Sixties." Mr. Bromberg has arranged to provide each of you with a copy of the report and I commend it to you.

Since all of you are librarians I know you have examined the description of the Department of the Interior in the Government Organization Manual. This is good, for while the reading is dry, all of us can get a minimal picture of the corners of man's knowledge and activities into which we reach.

I want to get away from the dry description for a moment to let you see the depth, variety and humanity of each other's work. Perhaps I can do this best by giving you a brief listing of some of the research and investigations of our component parts - our Bureaus.

Begin with one of our small organizations - the Office of Territories. Their research is deeply concerned with the Crown-of-Thorns Starfish, a predator on the living tissues of corals. This creature has attacked and destroyed many of the coral reefs in the Pacific, upsetting the ecology of the region. Territories is also studying the development of a strain of rice on Ponape which promises a future in which this one island can feed all of Micronesia.

Mrs. Signe Larson and Secretary Dunn

There are in this audience several of you from the Federal Water Quality Administration. Perhaps some of you have helped work on the development of a self-degrading, field applied pesticide, a type of DDT that self-destructs leaving no harmful residue. Another interest of FWQA is in the development of phosphate - free laundry detergents to help in the unfouling of our waters. A particularly intriguing study going on in FWQA, one in which the Secretary has shown keen interest, is in the feasibility of underwater power plants in the oceans as a means of supplying more electricity for America with less water pollution.

How many of you are from the Bureau of Mines? Did you have anything to do with the studies for the development of a new type incinerator which provides smokeless burning of junked cars? Or perhaps you worked on the detection of potential mine cave-ins by a thermometer sensitive to infra-red radiation placed at a safe distance from the danger point. And you Pittsburgh librarians are probably proud of the work done there in the conversion of garbage to gasoline and to oil.

President Nixon, as you all know, has announced that the center for the celebration of our country's bicentennial is to be held in Philadelphia. Our Park Service is doing documentary, architectural and archeological study, research and investigation to permit the accurate restoration of Independence Hall and associated buildings in that historic city. And at the Padre Island Seashore in Texas, this same division of the Park Service is investigating sunken Spanish treasure ships. In another area, Park Service scientists at Grand Canyon National Park are attempting to evaluate and quantify the rate and mode of impact by park visitors on the vegetation and soils of campgrounds.

The Bureau of Indian Affairs is involved in a great variety of studies. One study examines jails on Indian reservations, their actual use in relationship to their design. Another is concerned with the magnitude of the American Indian high school drop-out problem. Two interesting economic studies also come to mind, one on the economic feasibility of raising Apaloosa horses for profit by the Nes Perce, the tribe associated with this breed. Another study is on the potential for the raising of wild rice domestically. This latter attempt to domesticate a gourmet crop is done in conjunction with several Minnesota tribes.

The Bureau of Land Management is engaged in a comprehensive study of the California Desert, one which will delineate clearly the recreational and other resource potential of this great area. Two other investigative programs concern that rare and endangered species, the Mexican Duck; and, the problem of sage brush control.

The Bureau of Sport Fisheries and Wildlife is involved in a number of environmental studies. This Bureau is interested both in the adverse effect of animal on man and man on animal. Birds have been known to cause airplane crashes; rodents have been known to transmit disease to man; birds and mammals occasionally affect crops. On the other hand the Bureau is vitally concerned with the effect of pesticides, metals, and other contaminents and poisons on fish and wildlife. A heavy percentage of the studies of Sport Fisheries and Wildlife are involved in these two areas.

One of our new Bureaus is Outdoor Recreation. As you know, Secretary Hickel is vitally involved with the recreational problems and needs of urban areas and, of course, the Bureau is laying heavy emphasis on a study of this problem. Another exciting undertaking by BOR is the use of data produced by observation satellite to supply information needs of outdoor recreation planners.

Two areas of widespread concern studied by the Bureau of Commercial Fisheries is the use of fish protein for food and the employment of satellites and blimps to aid fishermen. Fish protein concentrate is a light tan, odorless, tasteless powder made from the whole fish, with a protein content of over 70 percent. It is used as an additive in making bread, cereals, noodles and tortillas. The Bureau is closely involved in developing sensing devices to be used on blimps and satellites to detect and identify schools of fish for commercial fishermen. Another intriguing study is toward the development of a shrimp trawler which would employ an electric charge to lift shrimp into waiting nets.

Two closely related bureaus are Reclamation and the Bonneville Power Administration. Bonneville has a number of investigations which have proceeded over a generation, one on wood-pole deterioration and the other on radio and television interference. Reclamation has an extensive program to investigate the possibility of increasing the snow pack in the mountains of Colorado by as much as 20 percent through cloud seeding. Another excellent study involves the use of polymer additives to improve the durability and strength of concrete.

The Bureau with the widest range of scientific interest is the Geological Survey. I think all of you know of the Survey's part in the moon landing. You remember they assisted NASA select landing sites for the astronauts and they did the analysis of the samples of rock brought back to earth. Geological Survey's interest has extended to the ocean floor in an effort to inventory the resources there. The Survey also is using the satellite as are several other bureaus. Geological Survey is endeavoring to test the feasibility of detecting urban changes from earth-orbiting satellites. Twenty-six cities are being observed in this investigation.

This, then, is our Department. I hope that you have marvelled at the wide scope of activity of our organization, as I have. More, I hope that you get some feeling that you are not only a member of a bureau, but a part of a large, vital, interconnected establishment whose every part is working for the betterment of the United States and of mankind.

A VIEW FROM THE TOP

Remarks of Fred J. Russell
Under Secretary of the Interior
Delivered by
William Rogers
Deputy Under Secretary of the Interior

It is a pleasure to have a chance to talk to those members of the staff of the Department of the Interior who are concerned with that very vital function in our organization, the management of our libraries.

The function of assembling, cataloguing, and making information available when needed has always been important in advancing the affairs of men, but it is getting more and more important all the time. As you know, President Nixon, whose commitment to libraries is well known, has approved the Landmark National Commission on Libraries and Information Science Act, which starts the Nation on a powerful effort to draw together its information resources.

Secretary Hickel is proud of the caliber of the technical personnel of this Department and is eager to see to it that they have at their disposal information services and sources which will enable them to continue their fine work. We are hopeful that you will be the kind of librarians who will skillfully guide these information departments so that whenever one of our people has a need for information you will be able to supply it promptly and completely.

You are members of a team which is performing very important work in this Nation. The natural resources of the United States are vast, but they are limited. Intelligent management of these resources is a necessity if the quality of life which our citizens have a right to enjoy is to be maintained. When you think of the wide range of the Department's responsibilities -- water, every mineral on earth, oil, gas, every wild animal on the continent, every native plant in North America, nearly every fish everywhere, every geological formation, millions of acres of public lands -- you can appreciate the tremendous challenge that Secretary Hickel and his organization face. You are part of that organization.

By providing the information on the basis of which research can be advanced, engineering can be sound, and proper decisions can be made, you will be doing your part to enable our magnificent resources to serve their highest purpose.

Thank you for the good job you are doing.

Final Session, Civil Service Commission Auditorium

WASHINGTON TO ANN ARBOR

Ruth Rehfus
Librarian, Great Lakes Fishery Laboratory
Ann Arbor, Michigan

Last year at the Denver workshop Mr. Bromberg spoke on the subject of intern programs within departmental libraries. He discussed some possibilities for training and on-the-job education for all of us. One of the alternatives was stated as follows: Establish an exchange program, where, on a competitive basis, field librarians spend a two-year period working and studying in the Departmental Library and are temporarily replaced at their station by a member of the Departmental Library staff.

The last 15 words of that 38 word statement encompass what I have been doing since January of this year. No field librarian came to Washington, but when Bob Ballard decided to return to the University to work on his doctoral in library science, I was given the opportunity to move in to his position at the Great Lakes Fishery Laboratory in Ann Arbor, Michigan.

I went there on a two-year program, under an agreement negotiated between the Office of Library Services and the Bureau of Commercial Fisheries. The terms of the agreement provided that I spend two years there, to be replaced after that time by another librarian from the Departmental Library, and so on, as long as all parties to the agreement were satisfied.

I can say, after nine months, that at least I am satisfied! I have never before been presented with such an opportunity for extended training and professional growth. Besides that, I am enjoying myself!

On just that level, there is a difference in the way I enjoyed my work in Washington and the way I enjoy my work in Ann Arbor. In the Reference Branch in Washington there was an immediacy which was exciting at the same time it was exhausting. There was not, as a rule, a chance to become very deeply involved in the work of any one organization. The demands were too varied, and came too thick and fast, and from too many different sources. In Ann Arbor I find great satisfaction in being a supportive part of basic and applied research, and in working closely with a small group of scientists. There is more sense of continuity to field work, I find.

I don't want to suggest that the move has been entirely pleasurable and trouble-free. I have made mistakes and experienced defeats, and I am not going to tell you about them!

There have been certain difficulties, however, that I would like to share with you. The week after I arrived the staff was called together and informed that the region was to be done away with, and with it the laboratory and my library. A few weeks later the good news arrived that although the region was being abolished the laboratory would be spared, but at reduced level of operation and staff. Since the library was to be closed, the librarian would naturally be among the first to go. Some time after that the library got a reprieve. Along with this good news came my next blow. My assistant, well-trained by Bob Ballard, was going to be bumped by a more senior employee who had lost her job when the regional office was closed. In the end a way was found to avoid this, while keeping both ladies in jobs at the laboratory. And then came the news that the Bureau was going to be transferred to the Department of Commerce.

Ruth Rehfus

That really was a traumatic period, but through it all I did learn a great deal besides how to pack and unpack my suitcase; things like how to deal with a subscription agency when parts of your organization are being abolished, parts are being transferred to other agencies, parts are staying ... and all had subscriptions arranged with the agency through the library; things like how to avoid losing an employee you want to keep; things like what kind of work you can profitably do when your organization is on rocky ground, and your colleagues are worried about losing their jobs.

Within the past few months the decision was made that the Great Lakes Fishery Laboratory was not to be transferred with the rest of the Bureau of Commercial Fisheries to the Department of Commerce. Instead it will remain with the Department of the Interior, and be transferred to the Bureau of Sport Fisheries and Wildlife. I came to this year's workshop as a Commercial Fisheries librarian, and will go back to Ann Arbor a Sport Fisheries librarian. The official date of the transfer is October 1. No one thought when they offered me the opportunity to work as a field librarian that they were handing me a chance to work for two different bureaus in one two-year period.

It has been an interesting, eventful and instructive nine months. Moving from a large library, where I had responsibilities in limited areas of library work, to a small library where my responsibilities range from cataloging to writing job descriptions, and from literature searching to arguing with fiscal officers, has been an experience sometimes upsetting, occasionally funny, and always educational.

I realized after a short time on the job that I needed to develop for myself a set of guidelines by which to work ... something inspirational, on the order of the Boy Scout Laws. I came up with the following code, which I keep always before me, mentally, at least, and I would like to share it with you, although I do have some doubts and reservations about it. Perhaps talking about it will help me resolve them.

AS A FIELD LIBRARIAN I WILL BE:

1. NOSEY. Keeping informed of what work is going on in the laboratory requires a certain amount of probing. I made a start by asking for copies of the research plans for the laboratory projects, and Bob Ballard had already established the precedent for the librarian being included in most staff meetings. So the "nosiness" was necessary only with individuals, for the most part. My main advice to myself is "Never take a request at face value, especially ones like, "you don't have the Journal of Experimental Biology back to 1930, do you?" A question like this is a real challenge to a truly nosey librarian. It suggests all sorts of responses beyond a simple "yes", "no", or "we,ll borrow it for you". For instance, there is:

a. What do you want it for?
b. What is in it that you need?
c. Do you need that particular reference, or might something else fill the bill?

(I'm going to go to Signe Larson's session on negotiating a reference question. Perhaps I can learn to put those questions a little more diplomatically.)

This inquisitiveness sometimes meets resistance, but usually response is good, and occasionally results in so detailed a description of what the man is doing that I have to run for the dictionary after he leaves.

2. CHEAP. "Never pay money for something you might wangle as a gift," is one of my mottos. State agencies, U.S. government agencies, universities, non-profit organizations, businesses, and individual authors all receive please from me for publications which they wrote or seem likely to have some control over, and therefore ... copies for distribution. No bad results have come from these begging letters. The responses fall into the following categories:

a. The library receives the publication as a gift, in which case I rejoice and spend my money on something else.

b. The library receives a piece of correspondence, consisting either of a letter expressing sorrow that no free copies are available, or less subtly, an order blank, in which case I either forget about it or take the hint and order the publication, depending on how much the library needs it.

c. The library receives no response at all, in which case I try not to feel insignificant, and proceed as in b. above.

3. PESTY. Never give anyone a break by thinking they are too busy or too important to be bothered with a problem you need to solve. After all, the people at my laboratory are busy, too. If someone has the answer or the publication my people need, I resolve to pester them for it. In talking with Leonard Bikowski some months after leaving Washington for Ann Arbor, I found that Ann Arbor had risen to the top of the list of field libraries requesting interlibrary loans. This fact displayed not not only my pestiness, but also my frugality. You see, I really follow my code. My closest source for interlibrary loans would not send journals, and charges 15¢ a page for photocopies of articles. The Circulation Branch charges less, and sends the bills directly to the Bureaus, where they must be absorbed. At least, I have never received a bill. But interlibrary loans offer only one area in which to be pesty. The area which gives most latitude for creative pestiness is in answering reference questions. I have depended on sources outside my own library a great deal. Here is a partial list of my sources, in decending order of frequency: The Reference Branch of the Departmental Library, the

Ann Arbor Public Library, and Art Priddy, who knows more people in, and background on the Bureau and fishery affairs than I can believe. Other inquiries have been made of such places as the British Embassy. This brings me to another admirable character trait I am trying to develop. A field librarian is:

4. PUSHY. Never miss an opportunity to work in a comment or two about what information service can do for a project. Be quick to reel off names of a few organizations working on related subjects. Mention a title or two, or a research project underway, on a similar subject. This all requires some sleuthing and homework, of course, but this I am learning to do. My favorite ploy is to find out from someone what the latest subject of interest is, run back to my library and do some reading and investigating as to what is going on in the field, and then find a way to open a conversation on the topic with the project leader. You can almost always come up with something they are not yet aware of, by sticking to your specialty ... information sources. None of this is intended as an attempt to snow the scientists. What this technique, judiciously applied, does, is show that I am interested in the work of the station, and am aware of sources of information in that field. The effect I hope to get is that the people working on projects will think of turning to the library as a source of information, not just publications. Of course, pushiness can be taken too far. On some occasions I remind myself that as a field librarian, I should occasionally be:

5. WISHY-WASHY. Be ever ready, I tell myself, to deviate from established routines, especially tried-and-true library procedures that may not be appropriate to the situation in a small scientific library. If you can give better service by relaxing the routines, or if you can fill a request faster or better by taking a shortcut or using an unconventional source, do so.

Bringing all these laudable characteristics into play, I sometimes still find that something more is needed to bring about maximum effectiveness of the library, and maximum use of its resources. For these situations, I bring into play the final element of my code. A field librarian is:

6. DEVIOUS. If you can't get something, or get something done, the straight-forward way, there is almost always some underhanded means for accomplishing the same purpose. No money in the budget for the purchase of an important new publication? Show the project leader or the man who controls the money how much this publication would benefit the organization. He may buy it for you out of project funds. Not enough help to give the services you want to give? Show what real and definable contribution could be made with extra help. Another idea, which I haven't yet figured out how to introduce diplomatically and effectively is to offer to help anyone in

the organization fill in the slack time for their clerical, secretarial, or technical help. Maybe, if I offered to educate their help in using the library, I could get some work out of them in the process!! Well, I guess I had better put some more thought into that idea before either implementing or discarding it.

Now as I look at my informally devised creed or code of behavior for myself as a new field librarian, I am unhappy with how tasteless and crude it looks. It leads me to believe that, as Emerson said in his essay on self-reliance, "creeds are a disease of the intellect." I shall try in the months remaining to me in Ann Arbor to refine the code in order to make it more acceptable. In fact, perhaps I can alter it here and now to read: A field librarian is WELL-INFORMED, THRIFTY, DILIGENT, DETERMINED, FLEXIBLE AND INGENIOUS. That does sound much better. I believe I finally have a set of rules I can operate under! Thank you all for helping me clarify them to myself.

PORTLAND TO WASHINGTON

Suzanne Mayer
Chief, Accessions Services Division
Office of Library Services
Washington, D.C.

Those of you who were in Denver last fall will recall that Ruth and I made a joint presentation there too. We are getting to be like the Bobsy Twins - Abbott and Costello - Huntley and Brinkley! In terms of the news worthiness of what we have to say this morning, I hope that you will feel that Huntley and Brinkley suits us best. Besides, since the last workshop Huntley is off to Montana and Ruth to Ann Arbor, each seeking new horizons.

In Denver, Ruth and I proposed the compilation of a publication identifying little known special materials in Department of the Interior libraries. The majority of you indicated that having knowledge of unusual or special materials in other libraries would be very helpful in answering reference questions, doing research, etc. Our survey of essoteric and exotic stuff, as it was sometimes referred to, resulted in publication or a Directory of Special Materials in U. S. Department of the Interior Libraries. I hope many of you have been able to assist a patron through use of this directory.

Lack of knowledge of the holdings of other related libraries, that might help in answering a patron's question, was for me a major frustration while working in a fairly isolated, extremely specialized library with a limited collection.

I began my library career in a small library in Portland, Oregon, and after a number of years, and libraries, ended up three years ago in Washington at the Department library.

Landing in Washington was for me, as a librarian, an experience beyond words - like what it must be for a Catholic to visit the Pope, or perhaps, for Nasser to visit Jerusalem. To be so close to such places as the Library of Congress, the National Agriculture Library, the National Library of Medicine and the hundreds of smaller libraries - all located within walking distance! How many times, in Portland, I would have given anything to have been so close to those resources or to have had some well-defined channels of getting at those resources through a Washington source which would be responsive to my needs.

My arrival in Washington closely coincided with the Department Library receiving authorization to develop as a National Library of Natural Resources. (Although the two events were entirely

unrelated!) I thought then that it would be a big challenge and an exciting opportunity to work in the Department Library and play a role in the development of the national library concept - a part of which was to be the development and implementation of various methods of communications between the 150 libraries in the Department of the Interior - to create a network to keep all of us informed of new developments; a network to assist in providing better and faster service; a network to coordinate and provide for the logical development of Interior's library facilities; a network to assist all Interior librarians and all the scientists and managers in Interior get the information needed in conducting the programs of the Department.

I was certainly right about the challenge. Let me share with you some of the projects with which I have been directly or indirectly involved over the past three years. Projects that have been developed, I hope, to promote communications and services.

1. A Preliminary Union List of Serials has been produced. This is a tool to assist in interlibrary loans - to assist in finding the closest source of periodical and serial literature needed by a library user. Obviously, the closer the source, the quicker the information or publication can be obtained.

2. The Directory of Special Material that I mentioned earlier has been produced. Again, this is a tool to assist in locating the closest or only source of information or material.

3. A newsletter is being produced to help keep all of us informed of new developments in the library field and in the Department.

4. The Annual Library Services Report is another produce being produced as part of the development of a coordinated library network.

The Union List of Serials, Directory of Special Materials, Newsletter and Annual Library Services Report have all been developed as a result of valuable time and effort being given to collecting the information needed. All of us have had to devote many hours to gathering information for these products. Having come from a small library I know how difficult it is to find the time to do all the things that have to be done. Many of us have had to be not only chief librarian, but also chief clerk-typist, chief messenger, chief nurse and chief adviser to the lonely. When I was in the field, I know I resented that big library back in Washington asking for more and more of my time giving them data or information. I thought, at that time, that I - my library - would never benefit from such input. I have since realized that this was a pretty narrow view. I hope most of you will realize that too. Products such as the Union List of Serials can only be as good as we make them by finding time to

give accurate, complete data.

5. These workshops are another part of developing a better communications network. If this fact was not true I am sure we would not be having the workshops annually as we have for the past three years. I have been privileged to have been directly involved in these last three workshops. I really think they are a great way of allowing all of us to get together and discuss our mutual problems, plan new projects, receive special training, and most important - know who the librarian is next door.

6. Recently I had a part in developing a computerized mailing list for the Department Library to make sure that all our publications and announcements of interest to Interior librarians would get timely and complete distribution. This is an example of a step forward in communications that did not require any time consuming participation by librarians in the field. It was work for the Washington Library Staff, but I think in the long run it will save all of us time and insure that information and publications are properly distributed.

7. Another part of the communications network which involved extensive time and effort by only a few people, but I hope, will have far reaching effects, was the Task Force Study of Library Services. The purpose of this study was to obtain information of Interior libraries and their users in order to make recommendations for implementation of a national network to Secretary Dunn. As a spin off of the Task Force study a request was received from the Federal Water Quality Administration to have us study their internal library network. The final report of that study is now on the Commissioner's desk. Shortly after the study began the Commissioner asked that recommendations be aimed toward the fact that FWQA would become the nucleus of the new Environmental Protection Agency. This was done. I am proud to have been associated with both of these studies and a third study which has resulted in a unique experience for the Washington Library and its staff in association with the National Park Service.

8. I like to think that it is because of the great staff we have and because of the things that the entire Interior Library network is doing and aiming to accomplish that we were asked by the National Park Service to recommend a library program for their Harpers Ferry Center in West Virginia. The result of that study was a contractual agreement between the Office of Library Services and the National Park Service to establish, organize and run an historical research library at Harpers Ferry. More of our staff will now have the opportunity to see what it is like to be in a one man library doing and being all things to all people - an experience which is totally

different from being in a large library where you specialize in just one or two aspects of the total library operation.

These are some of the beginnings toward establishing a viable network with which I am proud to have been associated. They were for me the major challenges in going from a small library to a large one. I think that the frustrations I experienced in the small library - of not knowing what and where resources were, of not having enough hours in a day to do everything that needed doing and that I wanted to do - are frustrations that most of you have or are experiencing. I also recognize that most of our cooperative programs are still in the developing stage. Unless they proceed to completion we will only have been making unnecessary work for ourselves. I do not know how far this should go or how fast. I do know it is going to take more than one or two people working full time with you to really accomplish the communications, training and cooperation needed to develop a truly viable network.

Looking at it from the point of view of a librarian - whether in a small field operation or in a big headquarters library - the people who get the job of implementing or developing a viable network must be totally dedicated to the needs of all librarians in the Department. They must be able to communicate with all levels of management and yet be totally concerned with the welfare of the people who do the work. It must be a full and equal partnership.

SUZANNE: Good Night Chet!

RUTH: Good Night David!

LIBRARY SERVICES REPORT

Mrs. Frances Swim
Assistant to the Director (Technical Planning)
Office of Library Services
Washington, D.C.

To many people, other than economists, financial analysts, and statisticians, a requirement to keep numerical tallies of services performed is abhorrent. Those of us who experienced such reaction to Forms D.I. 589, 589 A, 589 B (June 1969) were many, as you well know. However, the information you provided about your libraries was most interesting and should benefit your particular operation.

This morning we shall consider some of the meaningful data reported and how their analyses may provide better support for your operation. I have a summary data sheet prepared from the Personnel Information Form D. I. 589 A. After we examine this as an example, we will discuss the forms themselves and proposed changes for FY 71 report due October 31, 1971. Please reserve your questions or comments for discussion after the presentation. Time has been allowed for remarks and discussion.

As expected on this first report, which most of you, with the assistance of administrative officers or fiscal management staff in your respective stations compiled, some of the information was incomplete. There are several reasons for this. All known libraries did not reply. On the other hand, reports were received from "libraries" of which we were unaware. More than 150 reports were submitted. Since the filing of these reports, at least three new Interior field libraries have been established by their bureaus. Of course, several have been closed during the year. Nevertheless, our estimates for FY 70 exceed the 150 count.

For those libraries of the Bureau of Commercial Fisheries and Federal Water Quality Administration, which will soon separate from the Department of the Interior, we should like you to complete the annual report for FY 70, during which time you have been a part of the Interior library resources. However, we will let you know definitely if this will be requested. Although our numbers will be reduced by almost 1/5 or 21% when the reorganization takes effect - FCF in October and FWQA at the end of the calendar year - the remaining 4/5 or 79% has much work to perform to provide the Secretary, the scientists and administrators of the Department of the Interior with information services of the highest quality. We anticipate the formation of new libraries among some of the bureaus which have not had any formalized library or information system. There is a need. It must and will eventually be met.

As I mentioned earlier this hour, let us examine the summary data sheet prepared from the Personnel Information Form D.I. 589 A. Twelve

bureaus and the Office of Library Services reported. As you look at this sheet, you can determine quickly by comparison the number of permanent employees, their characteristics, such as, classification series, sex, age, and educational background. Another significant indicator is the grade level. This has not been extracted on this printout. However, that information is available in the data base.

"So what?" you may remark. "How does this benefit my operation?"

We will look at the largest number of libraries reporting, 46, B.I.A. Coded 08. Only 7 B.I.A. libraries employ nonpermanent employees. This constitutes 15 percent of the Bureau's libraries. Of the 57 permanent employees in the B.I.A. library system, 11 are in the 1410 series - Librarian series, 6 in the 1411 - library technician series, and 40 in others. The number of trained librarians represents only 19 percent of the total; 11 percent are classified in the library technician series, but 70 percent, or the remainder, who have been designated the responsibility of providing library services, have job classifications in other series. These facts suggest the need for certain types of training in library organization and development throughout the Bureau. They also contain other implications for program administrators. Schools in State education systems must meet certain standards for accreditation. Can quality education be provided young people if no standards are set? The library is an integral part of every educational and research institution. Many educators say the library is the heart of the school or college. Thus, standards should be set for libraries in our Federal installations to ensure the highest quality of library services. If this were accomplished, it would result in the upgrading of services and would raise the grade levels of the positions involved and required.

For manpower forecasting purposes, an analysis of the ages of current staff is important. For those employees who have passed 60, managers must consider replacements within the next five years or so.

In spite of the well-known quotation, "comparisons are odious," comparisons of these data by librarians from bureau to bureau, or within bureaus might prove most effective in obtaining needed support for your operations. In collection size and number of employees served, two libraries may be very similar. However, Library X has 3 permanent employees while Library Y has only 2. Librarian Y may point out this difference to his supervisor when making a recommendation for an increase in staff.

There are noticeable differences among bureaus in the use of intermittent or nonpermanent employees. For instance, within the three power administration libraries, 64 - Bonneville, 68 - Southeastern and 73 - Alaska, only Bonneville hires nonpermanent employees to

supplement the permanent staff. Only 2 of the 5 FWQA libraries reporting (78) hire nonpermanents. Yet here is a source of man-power that could be effectively used in most of our field libraries. Many of you are located near colleges or universities where the supply of intelligent and eager students is available. Utilize this valuable human resource as part-time help in your libraries.

There is also a reservoir of woman-power in some communities. Many mature women, intelligent and well-educated, would welcome a part-time job in the library environment. This type of assistance can enable you to give greater service to your laboratory or station as you are freed from some of the time consuming routines which must be performed in our libraries.

Other areas for comparative analysis which can be studied from sections of the report forms are space differences and financial resources. I am sure you will discover the value of the information recorded as you become more familiar with its use.

The report for FY 70 which is due by the end of next month is the same as that completed for FY 69. Since some were incomplete and others were not returned to the Office of Library Services, we are requesting your cooperation in submitting complete reports for the fiscal year which ended June 30, 1970. For the current year, FY 71, which report will be due on October 31, 1971, only those areas where changes have occurred, need be completed. The growth of the resources should always be indicated. Personnel information sheets should be completed on each new employee but not repeated on staff already reported. The financial statement must be completed by every library each year. A supply of all three forms will be sent to you through Bureau channels. Your cooperation in completing these by the October 31 deadline will be appreciated very much.

Now we shall have some slides to illustrate the proposed changes. After the showing, I will be glad to answer your questions and listen to your comments.

FEDERAL LIBRARY COMMITTEE

Mr. Kurt Cylke
Executive Director
Washington, D.C.

The Federal Library Committee was established in 1965 by the Library of Congress and by the Bureau of the Budget for the purpose of concentrating the intellectual resources present in the Federal library and library-related information science community, to accomplish three main objectives:

1. Achieve better utilization of library resources and facilities;
2. Provide more effective planning, development, and operation of Federal libraries; and,
3. Promote an optimum of exchange of experience, skill, and resources.

Membership on the Committee is representative of the three National libraries and all the Cabinet agencies. In addition to this, there are six independent agencies elected on a rotating basis, every two years, and there are five official observers, who have been assigned. The observers include representatives from the Office of Budget and Management, the U.S. Office of Education Bureau of Libraries and Educational Technology and the Office of Science and Technology.

In addition there are Guest Observers: The Council on Library Resources; The American Library Association; The Association of Research Libraries; and, the Special Libraries Association.

To achieve the goals - the three goals that I mentioned - a Federal Library Committee Secretariat was established, and a Work Group/Task Force/Subcommittee operating method, similar to that of COSATI, was implemented. It is interesting, I believe, to note that the Library of Congress supports the Secretariat financially and pays the majority of expenses involved with the Committee. We are hoping, of course, to broaden the base and to involve more agencies as time goes on.

Initially, emphasis was placed upon the acquisition of research and development grants and contract funds, with much of the work done by the Secretariat, by independent individuals, by members of task forces, and by commercial, profit and non-profit, firms under the direction of the specific work groups.

There are ten official Task Forces named according to their principal areas of concentration. They are the Task Forces on:

1. Acquisition of Library Materials
2. Automation of Library Operations
3. Education
4. Interlibrary Loan Arrangements
5. Mission and Standards
6. Physical Facilities
7. Procurement Procedures
8. Public Relations
9. Recruiting
10. Role of Libraries in Information Systems

The last one named I will refer to a little later. I think it is one of the most significant task forces that we have and that it is conducting one of the most significant programs.

The Work Groups and Subcommittees currently named and functioning, require a little explanation to define their specific orientation.

INTERPRETING CIVIL SERVICE GUIDELINES. If you came in from outside the Government as I did, and faced the Civil Service Commission and its laws and regulations and rules, I think you would find this to be a most important subgroup.

STATISTICS SUBCOMMITTEE. This group is working with the National Plan for Statistics, which is being developed by the Office of Education, and we hope that the Office of Budget and Management and the Office of Education will concur with our belief that the Federal library community should be treated as a 51st state, rather than being divided up by type of library.

MAP LIBRARIES. This is a group of people from such organizations as the Archives, Department of Defense, the CIA, National Security Agency, and so forth, who use us more as a convenient mantle under which to meet. They are not an operating group of FLC, but they do use our facilities.

EXECUTIVE ADVISORY COMMITTEE. The advisory group will concern itself with the development of policy recommendations in all areas of program planning and the acquisition and allocation of fiscal resources. It will offer policy guidance and counsel to the Chairman and Executive Secretary of the Federal Library Committee. Membership totals seven, with four individuals serving one-year terms and three holding two-year appointments. John Sherrod, Director, U.S. National Agricultural Library, has been appointed Chairman for a term extending through June 1971.

Now, these ten Task Forces and other work groups were organized to conform to six functional approaches:

1. To consider the policies and problems relating to Federal libraries;
2. To evaluate existing Federal library programs and resources;
3. To determine priorities among library issues requiring attention;
4. To examine the organization and policies for acquiring, preserving and making information available;
5. To study the need for and the potential of technological innovation in library practices; and,
6. To study library budgeting and staffing problems, including the recruiting, education, training and remuneration of librarians.

Work efforts were undertaken in all these areas except technology, which is not fully explored to date. (TISA Project).

We have written an interlibrary loan code, which corresponds very closely with the ALA code, and this has been accepted.

We have also designed an interlibrary loan form for Government use which, again, closely parallels ALA. That has been given a Government form number; it has been accepted, and is in use now on a widespread basis.

We have a procurement manual compiled and issued, and right now it is going into a second edition. Coming from the public library community, it was quite a shock to me to realize the involved routines in selecting and acquiring materials - even such things as dictionaries.

The various laws and regulations which affect the Federal library community were compiled and published and issued by the R. R. Bowker Company. This is being revised now and, hopefully, within a year or two, we will publish an up-to-date issue.

We implemented a recruiting mechanism for librarians. This was conceived by our Task Force on Recruiting and is being implemented through the Secretariat and a regional network. A study of the role of the library in the information system was contracted with the National Academy of Public Administration.

At the present time we have approximately fifteen projects on-going.

RECENTLY COMPLETED PROJECTS

A Research Design for Library Cooperative Planning and Action in the Washington, D. C. Metropolitan Area has been printed and will be issued as a supplement to the August-September FLC Newsletter.

A Study of Resources and Major Subject Holdings Available in U.S. Federal Libraries Maintaining Extemsive or Unique Collections of Research Materials has been printed and is being distributed to the FLC mailing list. A discussion of the item will be held in October.

The Roster of Federal Libraries: 1970 will be ready for issue in October. The Identifiable universe of Federal libraries totals 1,950 as of September 1, 1970.

NEW AND ON-GOING EFFORTS

A directory of metropolitan area libraries will be constructed.

Coordination of library/information sciences research funding activities will be effected on a continuing basis.

A Federal Library Committee Survey Team mechanism is being developed to provide necessary "one-time," no cost, impartial library overviews.

Networking implications for Federal library interests will be observed and reported in a regular manner.

STATISTICS

Bureau of the Budget approval has been requested and received to identify library universe and establish statistical reporting requirements established by Sub-Committee.

TASK FORCE WORK

Automation

SDC project funded by USOE - $119,300. Barbara Markuson will direct - two products -

Manual - Librarians
Report - Administrators

New Chairman - Madeline Henderson, NBS, 50% of her time.

Education

Catholic University study completed. Will be published by ALA. 2nd phase funded - will develop model FLC and pertinent library curriculum program.

Interlibrary Loan

Will identify loan posture. Expand upon Acquisition Task Force list.

Physical Facilities

RFP out by U.S. Army Corps of Engineers - Zenich. Due in October. To identify problem areas and eventually design "ideal" environment!

Procurement

Revision of the Leslie Falk Handbook.

Petition Presidential Commission for a hearing - to identify library procurement as an especial problem area.

Public Relations

FLC Newsletter, mailing list, Brochure, Annual Report

Recruiting

Evaluation of Civil Service Commission qualification rating scale.

Role

Study by National Academy of Public Administration is about to be completed. Work on a "Model" will be implemented by Dr. O.B. Conaway with excess money.

THE ROVING LIBRARIAN

Mrs. Elsie Yoder*
Office of Library Services
Washington, D.C.

One of the axioms we follow both in planning these sessions and in shaping our activities is to be sensitive to the needs of field libraries.

After all, of the 75,000 Interior Department employees less than 5,000 are located in the great old building between 18th and 19th Street and C and E Streets in Washington. Further, these 5,000 are primarily top-level administrators and their staffs, rather than employees who execute Interior's programs.

We are the tail. You are the dog. We are never permitted by Mr. Bromberg to forget this rule.

So, a number of years ago we began asking you what you want in the way of programs and what kind of services you would like to have us provide for you. I think you can see the results in the excellence and relevance of the current Workshop programs.

In the area of what we can do for you, one request - put in many different ways - has been for direct personal assistance to the field libraries. That is, many of you have asked that we set up an arrangement by which a member of our central library could be dispatched to your stations for a limited time in order to assist in working out technical library problems.

Let us be specific. A few weeks ago we had a call from a director of a FWQA regional office, to ask if we could send an experienced member of our staff to his office to assist in training a new librarian. This one concerned a person without either formal library training or former practical experience.

Training, you recognize, is a constant need. You are here primarily because of the recurrent need for training. Training is not only necessary when a new, green employee comes on board, but training may also be needed when an established librarian feels stale, enters a new area of library service, or simply does not feel secure in her ability within a certain area.

Closely allied to this situation, is the one where a librarian is suddenly faced with a problem which calls for external consultation. Examples of this would be unmanageable cataloging backlogs, a desperate need for intelligent weeding, a fouled-up

procurement problem, a storage problem, a move to different quarters and the like. I am sure you can think of many other situations.

Assistance of this nature, as you well know, does not come cheaply. Thus, while we have long recognized the need for such a service our funds simply have not permitted it. Now, by certain economies and sacrifices we are in a position to begin a very limited program.

While the field library assistance staff is to consist of only one person, please remember that back of that one person are the capabilities of the entire staff of the Departmental Library.

That one person is to be me. Effective October 5th my new title is to be Staff Assistant for Field Programs. I have been assigned a modest budget for travel and I will be available to those of you who need me.

Mr. Bromberg has read my credentials to you. Those of you who are from the BIA please note that I have been a school librarian and thus I am both aware of your problems and sympathetic to your needs. I really look forward to assisting you at your schools.

This is not said to indicate any aversion to technical libraries. Please remember I have been connected with special libraries for more years than I wish to count.

I have deliberately made these remarks brief so that we can have plenty of time to discuss this new development. Let me have your reactions, your questions, your suggestions. Let us talk it up.

* Biographical Sketch of Mrs. Elsie K. Yoder

In the olden days, as children would say, at Syracuse University Library School Mrs. Yoder specialized in school and children's library work. As a few of you may recall, in the '30's library jobs were not as easy to find as today. Therefore, she found herself working at a school library for free just to get experience and something to do. CWA arrived on the scene and she was assigned to several school libraries and a State prison for women, all at the magnificent sum of $100.00 per month. Then came an offer to organize a junior college library from an old Baptist academy library. That included weeding, selection, study halls and anything else you can think of, but it was fun. Then Mrs. Yoder decided that she needed a master's degree and moved to West Philadelphia to a large junior-senior high school library expecting

to work nights and weekends on her degree. Those of you who are school librarians probably know how well that did not work out. So, she left to take a position at Penn State University where she worked in the Serials Section of the Library. In the eight years Mrs. Yoder was at Penn State she found herself in charge of government documents, binding, and vertical file material as well as periodicals and serials. In the meantime, she had managed to secure her Master's Degree in Political Science with a major in Public Administration.

While at Penn State Mrs. Yoder was involved in moving 500,000 volumes into a new building. She has helped plan and execute moves from one quarters to another many times since that major move.

Mrs. Elsie K. Yoder

Her one break in library service was in 1945-1946 when she joined the American Red Cross and served in the South Pacific as a Hospital Staff Aide doing social service work. She returned to the United States in 1946 and immediately joined the staff of FAO of United Nations, and was asked to set up their serial record for periodicals and United Nations documents. In the interim Mrs. Yoder was being cleared to be sent to Manila as Director of the USIS libraries in the Philippines. Here she had three branch libraries on three different islands, so she learned to travel and to set up libraries with practically no material or equipment, except what could be scrounged from another government agency, or a friend. Just try operating a library without a telephone or try explaining to a Chinese workman how to build a card catalog without even a picture of one to show him what you want. With the help of the Philippines Library Association Mrs. Yoder set up the first children's library in the Philippines.

Mrs. Yoder returned to the United States after 2½ years and took a job with the Enoch Pratt Free Library in Baltimore, as a Branch librarian. Here is another place where you learn to do everything. The first week she had to call the police to quell a disturbance, but then on the other side she was said to be a judge in a local beauty contest. By that time the Washington bug had bitten and she came to Washington to serve with the Navy Department with the grandiose title of Librarian - in - charge of Book Selection for Ships Afloat. This led to an offer from the Department of the Interior in 1953 to be Assistant Librarian in the Office of Geography, then connected with the Departmental Library but not directly in it. She soon found out a lot about maps, their handling, classification, etc. Next she had an offer from the Library of Congress to become an assistant editor of the 16th edition of the Dewey Decimal Classification Scheme. Four years of hard but interesting work went into this effort; after that Mrs. Yoder returned to the Office of Geography as Chief of the Acquisitions Branch.

Then she came to the Departmental Library as Serials Librarian, and most recently as Chief of the Expediting Division.

At least, she has had variety in her career.

A REQUIEM FOR THE RECENTLY DECEASED NEWSREEL

Andrew A. Aines
Office of Science and Technology
Washington, D. C.

When your Chairman asked me to meet with you today and share some of my views with you, he was probably amazed at the alacrity with which I accepted his invitation, probably realizing that like many of my all too few colleagues in the Office of Science and Technology, we are liberally deluged with invitations to interact with countless panels, speeches, christenings of new facilities, and the like.

My reason for accepting, frankly, is that I like to address a group like yours. I appreciate what you field librarians do every day to carry the lamp of knowledge more often than not to unappreciative people; how you constantly strive to increase the wattage of your lamps despite rising costs of books and services; and how you find, when budget strains become a fact of life, that your programs become the initial targets for economy. I appreciate that many of you who operate library facilities on a shoestring in remote locations, often bear the resemblance, a kinship to the Peace Corp or Vista Volunteers, but without the same recognition or appreciation. I applaud what the Department of the Interior is doing for the country, and how it fought for and practiced ecology long before even well educated people knew what the word meant.

Yes, much of my reason for accepting his invitation frankly is to come before you and make a public statement that our country owes you deserved recognition, the kind of applause that scientists and other professionals merit and obtain from society. The pre-eminent position our country enjoys in science and technology in part results from your devotion to your work and your joy in serving. On behalf of the President and his Science Adviser, Dr. David, I salute you.

When Erik sent me the program for the 1970 Interior Library Workshop, I was truly impressed with the thought that went into its preparation and the even harder work to make all of the arrangements for the week. But most of all, I was appreciative of the importance of the themes that were selected, the wise accent on functionality, the pleasant on-site tours that were arranged, and the obvious sense of devotion and respect that exists between the Director of Library Services, and high DOI officials, and those invited to participate in the Workshop. It also struck me, as a demonstration of the agency's elan, that most of the panelists, speakers, and discussion leaders were DOI people and members of this audience. My next reaction was the bittersweet realization just how much I could have learned if I could have spent the week with you listening or asking questions during the proceedings.

Much of what I am going to say in the relatively short time allotted to me to make my comments is hard to describe in a simple way.

My credentials openly reveal that I am not a professional librarian, hardly a good amateur one, for that matter, so that I will not try to mislead you with ersatz or with contrived library talk. Certainly I do not intend to tell you how to run or improve your libraries, or how to get more money into your budgets or to subsist on half rations.

With some pride, I will admit that my office is playing an important role in the field. For example, we are participating in the selection of candidates for the new National Commission on Libraries and Information Science now in the process of formation. I will admit, without prompting, that my office conceived and brought the earlier National Advisory Commission on Libraries that recommended the new and permanent commission.

It is no secret that in the Committee on Scientific and Technical Information, we have a Task Group on Library Programs under John Sherrod of the National Agricultural Library charged with the responsibility of maintaining liaison with the total library community, but more specifically, as you would expect, the research library wing. We have invited Kurt Cylke of the Federal Library Committee, one of your previous speakers, to be an observer to COSATI, and the Office of Science and Technology provides an observer to FLC in turn. We maintain close relationships with the Library of Congress; I have served as a members of its RECON program. We work closely with the Council on Library Resources. Many of these actions have been taken because we believe in the indivisibility of the community that, if you permit me, tramples, stores, and serves the grapes that becomes the wine of knowledge. Thus, we have a fondness for concord grapes, I might add with some spirit. Further, we detest becoming involved in magnifying differences among the librarians, documentalists, computer people, and other respected members of the community.

But since Erik gave me some latitude in what I might say today, what I would like to talk about, if you are willing, is a fumbling appraisal of a few aspects of the world beginning to take shape around us, a world which to some of us is as unfamiliar as the moonscape that we recently saw through the magic of modern communications as it happened. Mark you - "as it happened." In my judgment, there is probably no event in our times that has or will more profoundly demonstrate what the electronic revolution means and signals changes in the way we will live in the future.

Almost simultaneously, quietly without a whimper, an institution that meant much to me during my formative years disappeared. I refer to the newsreel that ceremoniously preceded every one of the thousands of movies that I saw during my lifetime. It is gone; dead as a dodo. It probably will reappear as an artform, like the Charlie Chaplin movies that flicker with appreciation on screens of the future. With radio, the newsreel could co-exist; with television, it was doomed. Hardly anybody intoned: "Requiem aeternam dona eis, Domine." Give it eternal rest.

While I have said a little public prayer for the recently departed newsreel, which played such a significant role in our culture, there is only a bit of sentimentality involved. The kitchen-middens of communication are full of debris, as any reincarnated scribe can ruefully tell you.

Last January, at the 11th Meeting with the Panel on Science and Technology, at the House of Representatives, under the auspices of the Committee on Science and Astronautics, a meeting dedicated to the Management of Information and Knowledge, The Honorable Earl Warren, former Chief Justice of the United States remarked:

> "I was really shocked at my limitations in this field of knowledge a week ago when I read in the morning paper that a computerized and live nationally televised prizefight had been held the night before, between two former heavyweight champions, one of whom had been dead for many months, and the other was still alive. I was further amazed to learn that in theaters throughout the country, boxing fans paid $5.50 for seats to witness it. But I was truly shocked when I read the live man was knocked out after 57 seconds in the 13th round."

The kind of entrepreneurship that has made it possible through the magic of audio, visual and computer media to create such an event is an example of what can happen in the future. Baseball championship teams of different years are now receiving the same kind of electronic legerdemain on television and radio. The newsreel is a pretty primitive artifact when compared to what Chief Justice Warren reported. In the same connection, the genius or geniuses who created what is termed "instant replay" for athletic events shown on television has created a new dimension that immediately evaluates and authenticates judgments, decisions, and the like in a most extraordinary way; yet the applause for the accomplishment has not been deafening.

Of course, the people of the future will continue to read - and they will read with relish how man conquered space, but since words are largely used to describe events, how can the printed word ever compete with the sheer drama of watching a man dancing and bouncing

Left to right: Mrs. Marjorie Snodgrass, Andrew A. Aines,
Erik Bromberg, Mrs. Elsie K. Yoder

weirdly on the lunar landscape while we held our breath in our homes and offices a quarter-million miles away! How many of us want to spend a dollar or three to go to a movie to see news events that we see on TV several times a day by merely flicking a button on the instrument panel? It escapes me how girls out of their teens, will want to take all of the trouble to go to a movie in the future when they can put their hair in curlers and watch the movies at home through commercial TV, educational TV, telecassettes or via CATV?

Of course, I know that a lot of them will. The phenomenon of a Woodstock reveals the plain biological and psychic need for our young people to intermingle. Like we did, they go through phases and periods when absorbing new knowledge that comes out of history and text books holds little allure.

Although the McLuhans see retribalization as a consequence of modern communications, it is not so easy to think of this process traditionally in an era of sports cars, dune buggies, high-speed roads, and jet travel. Nor am I sure that the census-proved shift of large parts of our population from inner cities to suburbs will do much to bring back neighborhood or community living that was common in our country a couple of decades back.

Movie-makers produce their wares for young people today; older people who still find magic in books and the television sets are not setting the cinema turn-stiles a'whirling these days. If the movies are full of sex and other subjects young men and women find interesting, it is no mystery. Movie-makers will pander to any profitable market they can find limited only by law and other sanctions. The classical music fan who turns the dials of his radio and TV looking or listening for Beethoven or even Aaron Copeland in any city might find one station that caters to his need, if he lives in a big city. The sale of classical records is miniscule compared to what passes as music today, stuff that has created a multi-billion dollar market, sustained by kids out of allowances provided by parents who cannot aesthetically stomach most of the high decibel trash that appeals to their siblings.

These things you know as well as I do, so why am I dwelling on the theme? My answer is that the change in technology and life style and the need to adjust is the most pressing problem the librarian has today. It is as simple as that.

Even happy actions like the one taken by the Senate about a week ago to approve a five-year, $1.5 billion bill to extend library assistance to state and local library programs will not solve the basic problem. The news release that told about the Senate action, also mentioned that the library aid bill would extend programs that already have provided 45 million library books, 1,500 library buildings and 650 bookmobiles for communities across the nation. Interestingly, the article also reveals that the Senate was told that public libraries still have less than half the books it would take to meet a standard of 3.5 books per capita, adding that at present, library programs are $450 million below a minimum standard of $5 per capita.

It would appear to me that some of our agency departmental libraries and field libraries could use some of this welcome congresional attention in the form of dollars to help them, but this is another subject.

The question that keeps plaguing some of us frankly is based on the obvious shock to the system resulting from new communications and information-processing technology whose use is growing, together with the effect it is having on the changing reading habits of our people. We can lift the standard to $10 per capita, which would please the publishers and increase the price of books, even higher, perhaps, but the gnawing question of how to get people to read, if they won't, can hardly be solved by providing more bookmobiles and store front libraries, as much as we appreciate the motives of Congress and how it pleases those of us who love books.

When inevitably home communication centers come into wider acceptance, which will bring the videoform in living color at the time the viewer wants to see it. When videocassette becomes cheaply available, and they are well on the way, according to technical reports, and when the country gets even more wired together through CATV, what then, my friends? How are we going to get our young and older people to libraries when we can bring knowledge and events - often as they are happening - to them via electronics? Should the 1500 libraries constructed under the library bill, with more to be built in the future, be considered as a proper solution to the problem?

Coming closer to home, what effect is this revolution having on our research libraries where we store most of our precious world's technical knowledge? Are we going to have to convert the information into electronic signals and transmit them to our patrons via their consoles and other black boxes on or near their desks? How can we determine what a reasonable mix of conventional and non-conventional materials and apparatus should be in the future and - a problem that hits me - what kind of advice should we give the Office of Management and Budget when agencies ask it for funds to create new mechanized information systems? How ready are we to push into the use of microform as one solution to reduce cost and bulk? The Federal agencies sold more than 20 million microfiche copies of government reports last year alone. What does it mean?

There are at least two potent international programs that are focusing on the need for a global scientific and technical information system. One of these is called the ICSU-Unesco UNISIST program and the other the programs of OECD, the Organization for Economic Cooperation and Development. I will not have time to spend discussing what these are and what their potential impact will be, but I can tell you that they are based on the use of highly sophisticated teleprocessing systems, shared resources, and will largely focus on problem-solving areas, like environmental pollution, data for industry, government, education, and for scientific and engineering disciplines.

My office focused on the need of national information systems a few years ago, as some of you will remember, and we were voices in the wilderness. A lot of people were aghast and frightened. Today, my desk is literally covered with plans and programs and proposals for national systems that include libraries that come from all parts of the knowledge community. I head up a Task Group on National Information Systems created to look into the needs and the direction to go in this area. Today, that Task Group can hardly function because of the explosion of initiatives and information on proposals and systems that are growing or in the planning stage. High level groups in many of the governments, even in developing countries, are seriously trying to understand what is happening and what policies and resources are needed in each country to cope with the changes resulting from the shift from the ink-print medium to the combined ink-print and electronic medias. One of our most active COSATI Panels is one on Legal Aspects of Information Programs, which at this point is simply trying to understand what happens to intellectual property rights, copyrights, privacy problems and the like - all generated by the rapid shift we are experiencing. We are hoping for guidelines for orderly progress from them. Congress has been considering forming a Commission to look into this problem.

About two years ago or so, I wrote a paper on the "Coming Battle for the Nodes and Links of Knowledge," but I think I underestimated the power of the contest that is going on among those who work on apparatus of information-handling and those who create knowledge. Success or failure will be in store for those who make the right and the wrong decisions. New information public utilities and information-handling dynasties will emerge. It is a real imbroglio. And even though it may seem remote from your world, you are deeply involved. The conduits that carry technical information from generator to user are being changed, and you are part of the apparatus, wherever you are located organizationally and physically.

Another problem. We are troubled by what has been loosely called "the information explosion," which you know so well is not the figment of somebody's imagination, but some of us are becoming even more concerned with what might be called a coming "data explosion" we are beginning to see take form. Huge libraries of reels of magnetic tape are beginning to develop. How would you like to be in charge of the library at the NASA Space Center near here that has about 300,000 reels on its shelves?

As we create earth satellite resources programs, we automatically will create a huge interagency data program that needs to be managed as carefully as a laboratory experiment. Department of the Interior is deeply involved in this growing program. The creation of the new National Oceanic and Environmental Agency and of the Environmental Protection Agency will undoubtedly result in great environmental pollution monitoring and other data programs that may dwarf the

bibliographic programs that have occupied so much of our attention up to now. And if there is a commodity in short supply around the government, it is a corps of men and women who can expertly create and manage such complicated programs that will combine conventional and unconventional programs, highly electronic, and highly sophisticated.

My purpose for telling you about some of these events should begin to emerge. It seems to me that one of our greatest needs is to consider the barrier in the equation - the human being has a limited capacity to absorb information - say about 200 words a minute, faster or slower depending on the complexity of the information and the capabilities of the individual. Growingly, much of the data and even the information we are creating has an ephemeral value, a decreasing half-life, if you will. How well are we prepared to use the new systems that can spew out good, bad, outmoded, updated information? Is our educational system changing sufficiently to prepare us to employ the new technologies efficiently? Are we investing sufficiently to prepare the people who will create and maintain the information systems of the future? Will the changing habits of information assimilation in a multi-modal, non-linear fashion that the electronic media require and involve be rapid enough to preclude other problems? How can we assess the effect of new information systems on people and their culture before the systems have been constructed? Obviously, all of us have a stake in the game, although we may have different roles.

There is one thing that sustains me, I will admit to you, and gives me a strong measure of assurance, and yet I can hardly describe it. It is an awareness that despite all of the revolutions and disequilibria that engulf us, each one of us, is subtly and invisibly being reprogrammed for the changes that will bring adaptation and stability. The fact that we do not feel any differently, though often uncomfortable, as this process takes place is normal, but our ability to adapt that distinguishes man from most other creatures is the rod and staff that brings me comfort during these trying time.

The eminent psychiatrist, Robert Cancro at the University of Connecticut recently pointed out that: "In the past technological change has been at a sufficiently slow rate that man has had some time to accommodate himself psychologically to the changes. Automation will not allow us that luxury." In large measure I agree with his diagnosis, but I have hope that the villain, automation, somehow can be pressed into service to help us make the necessary accommodation.

Good bye, good adaptation, and good luck. I wish you a pleasant trip back to your stations.

Luncheon, Hotel Washington, October 1, 1970

UNION LIST OF SERIALS

David L. Crown
Systems Analyst Specialist
Office of Library Services
Washington, D.C.

Good morning ladies and gentlemen. Welcome to Skyland and the Annual Department of the Interior Library Workshop. This part of the program will deal with the Union List of Serials and what we can do to make this publication a more useful tool for our Field Librarians and Scientists, as well as our own researchers.

In September, 1969 the first cooperative publication of the Department of the Interior was published. It was the Preliminary Edition, Union List of Serials and consisted of some 10,800 titles of which some 1800 titles were on file in more than one library.

The first Preliminary Edition, Union List of Serials was not completely edited and proofed by professional librarians and was published with known errors, omissions, incomplete entries, incorrect form of entry, etc., that would have to be corrected and the serials data updated before the Union List of Serials could be published as an error-free edition.

At the last Department of the Interior Library Workshop in Denver, the Preliminary Edition, Union List of Serials and Procedures for Reporting Changes Thereto was given to those individuals in attendance and mailed to those who were unable to attend the workshop.

I would like to personally thank those individuals who took the time and effort to review the Preliminary Edition, Union List of Serials as well as their own records and submitted changes for updating the serials data base. Upon completion of the updating the serials data base, ten percent of the titles were selected, printed and reviewed by a member of our professional staff who in turn recommended that due to the number of errors, incomplete and/or incorrect forms of entries that still existed in the serials data base, the cost involved to publish a complete revised edition of the Union List of Serials would not be justified.

It was decided, however, to publish a supplement to The Union List of Serials and copies of this Supplement will be given to those who are present and mailed to those who are not present. The Supplement consists of two parts. Part one consists of changes to titles that are listed in the Preliminary Edition and part two consists of new and/or additional titles that are not listed in the Preliminary Edition.

We are planning to convert the present Union List of Serials data base to a format that will be compatible with our Acquisitions Machine-Readable Data Base in March of 1971 and it would be advantageous as well as beneficial to all of the libraries in the Department of the Interior if a concentrated effort could be made to edit the Preliminary Edition, Union List of Serials and its supplement and report any changes and/or additional titles received through December 31, 1970 and submit these changes to Natural Resources Library prior to February 1971, at which time a revised Procedures for Reporting Changes to the Union List of Serials will be instituted.

At this time I would like to introduce Mr. Jimmie Womack who is a computer programmer and was involved in the editing of the changes that were submitted by the field libraries, and updating the serials data base file.

He will elaborate in detail some of the data problems that were encountered and explain just how each type of change should be coded. For those individuals present who do not have a copy of the Procedures on How to Report Changes, please contact Mrs. Elsie Yoder and she will see that you receive a copy. Also, a copy of these Procedures will be included in the 1970 Workshop Proceedings which you will be receiving.

At the termination of Mr. Womack's discussion on reporting changes, I would like to open the session to questions and answers, and particularly to the question of how to make the Union List of Serials a more useful tool for the field libraries as well as for the Natural Resources Library.

Mr. Jimmie Womack
Office of Library Services
Washington, D.C.

Ladies and Gentlemen, before reviewing the Union List of Serials Change Codes, I would like to comment briefly on the Change Document.

On the heading of the document are four areas of information to be completed by the reporting library. These are Bureau, Zip Code, Page, and Date. It is very important that these areas be completed. If the bureau and zip code are omitted, it will make the processing of change codes 1, 2, 5, and 9 impossible.

In the body of this document are four other areas to be completed when reporting a change or addition. These are: Change Code, Serial Ident, Entry Ident, and Entry Description. In most instances all of these fields will be completed, with the exception of change codes 2, 5, and 9, where it isn't applicable to complete certain data fields. These will be discussed when we review the change codes.

I would like to emphasize again the importance of filling out the document completely. If certain data fields are omitted it can, at the minimum, make the processing of reported information a difficult and time consuming task, and at the maximum make the processing of some changes or additions impossible. We would like to avoid this since we realize that much time and hard work have been expended by most of us to make the U.L.O.S. a very important library tool.

We will now review the Change Codes and their definitions, after which Mr. Crown will open the presentation to a question and answer period.

SAMPLE COPY

LIB. CODE: ----- U.S. DEPARTMENT OF THE INTERIOR 53 PAGE NO: -----

ATT CODE: ------ OFFICE OF LIBRARY SERVICES
UNION LIST OF SERIALS CHANGE DOCUMENT DATE: --/--/--

CHANGE CODE	SERIAL IDENT.	ENTRY IDENT.	ENTRY DESCRIPTION
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CHANGE CODES

'1'	NEW SERIAL	'4'	ENTRY ADDITION
'2'	DUPLICATE SERIAL	'5'	ENTRY DELETION
'3'	ENTRY CORRECTION	'9'	SERIAL DELETION

*** ENTRY DESCRIPTION NOTE ***
IF ENTRY DESCRIPTION, INCLUDING SPACES AND PUNCTUATIONS EXCEEDS 39 CHARACTERS, USE ADDITIONAL LINES. DO NOT HYPHENATE OR SPLIT

A. Change Code 1 - New Serial or Periodical. This is a serial or periodical not previously reported in the U.L.O.S. All data fields should be completed.

BUR. CODE: 01
ZIP CODE: 20240

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF LIBRARY SERVICES
UNION LIST OF SERIALS CHANGE DOCUMENT

PAGE NO: 1
DATE: 10/21/70

CHANGE CODE	SERIAL IDENT.	ENTRY IDENT.	ENTRY DESCRIPTION
1	900001	1001	FAUNA BULLETIN
1	900001	2001	WESTERN AUSTRALIA
1	900001	2101	DEPARTMENT OF FISHERIES AND FAUNA
1	900001	3001	PERTH, WESTERN AUSTRALIA. 1, JA. 1967-
1	900001	5001	TITLE VARIES

This is an example of an entry already in the Union List of Serials which change codes 2, 3, 4, 5, and 9 will be processed against.

BUR. CODE: -----
ZIP CODE: -------

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF LIBRARY SERVICES
UNION LIST OF SERIALS CHANGE DOCUMENT

PAGE NO: -----
DATE: --/--/--

CHANGE CODE	SERIAL IDENT.	ENTRY IDENT.	ENTRY DESCRIPTION
----	999999	1001	REPORT. GREAT BRITAN. NATHRE
----	------	1002	CONSERVATION
----	------	2001	INSTITUTE OF GEOLOGICAL SCIENCES
----	------	3001	LONDON. 1, 1965/66-
----	------	5001	GEOLOGICAL SURVEY OF GREAT BRITIAN,
----	------	5002	THE MUSEUM OF PRACTICAL GEOLOGY AND
----	------	5003	OVERSEAS GEOLOGICAL SURVEYS WERE
----	------	5004	INCORPORATED INTO THE INSITITE
----	------	5005	ON MARCH 22, 1966.
----	------	5006	ON MARCH 22, 1966.
----	------	6001	01-20240
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B. Change Code 2 - Duplicate Serial or Periodical. This is a serial or periodical not previously reported by your library but already listed in the U.L.O.S. All data fields should be completed with the exception of entry description.

C. Change Code 3 - Entry Correction. A correction to a serial or periodical previously listed in the U.L.O.S. All data fields should be completed.

D. Change Code 4 - Entry Addition. An addition to a serial or periodical already listed in the U.L.O.S. All data fields should be completed.

E. Change Code 5 - Entry Deletion. Deleting an entry of a serial or periodical already listed in the U.L.O.S. All data fields should be completed with the exception of entry description.

BUR. CODE: 01
ZIP CODE: 98998

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF LIBRARY SERVICES
UNION LIST OF SERIALS CHANGE DOCUMENT

PAGE NO: 1
DATE: 10/21/76

CHANGE CODE	SERIAL IDENT.	ENTRY IDENT.	ENTRY DESCRIPTION
2	999999	6001	
3	999999	1001	REPORT. GREAT BRITAIN. NATURE
4	999999	4001	QE261.A42
5	999999	5006	

F. Change Code 9 - Serial Deletion. Deleting a serial or periodical previously listed in the U.L.O.S. All data fields should be completed with the exception of entry ident; (Entry Description is optional, it can be used to add your library under another serial or periodical or left blank).

BUR. CODE: 01
ZIP CODE: 20240

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF LIBRARY SERVICES
UNION LIST OF SERIALS CHANGE DOCUMENT

PAGE NO: 1
DATE: 10/21/70

CHANGE CODE	SERIAL IDENT.	ENTRY IDENT.	ENTRY DESCRIPTION
9	999999		
	OR		
9	999999		999998

Discussion that followed the presentation on the Union List of Serials

1. Would it be practicable or beneficial to capture holdings for each serial title?

Answer: The concensus of opinion was that holdings of Serial Titles for each library should be included in the Union List of Serials Data Base. The Natural Resources Library will develop procedures for capturing the holdings and forward to each library for reporting of holdings data.

2. If and when serial holdings are inputed to the serials data base, would it be beneficial to automate binding requirements?

Answer: Automated binding requirements would not be beneficial at the present time.

3. Would it be beneficial for each library to have a printout and/or a set of punched cards for their serial titles?

Answer: The majority of the field librarians expressed an interest in obtaining a printout and/or set of punched cards of their serial titles. The Natural Resources Library will investigate the feasibility and the cost involved to accomplish the project.

4. As a last resort, if the field libraries and Natural Resources Library are not in a position to edit the Preliminary Edition, Union List of Serials, would it be feasible or practicable for a private organization (profit and/or non-profit) to accomplish this?

Answer: The Natural Resources Library will explore the possibilities of having the Union List of Serials edited by a private organization and whether or not the bureaus would contribute to the cost of such a project.

SUMMATION FROM THE FIELD

Mrs. Deborah Andersen
Bureau of Sport Fish and Wildlife
Denver, Colorado

A year ago many of us were sitting in the U. S. Post Office in Denver, Colorado listening to a certain individual say, "We want to hear from you people. Write us and tell us how you liked the Workshop. Don't write and tell us 'Thank you very much for the very nice time' - tell us what you didn't like, and what you want from future workshops." Well, why put one foot in your mouth when you can have two? Not to be outdone by a Nader's Raider, I guess I got the point across. In recognition for previous performance, I have been offered the opportunity to chew on my feet for a few minutes.

In the last year a lot of water has gone over the dam. We have become a smaller organization; we have lost a few monograms, among them two F's, a BA; A CW and a Q. Among the more important issues: pollution and environment. But the immediate issue at hand is a look back at the previous week.

Putting the workshop on a 10 point scale, I would give it a 9.5. After all, if it got a 10, that would mean there were no problems. Simultaneous session must have been divine inspiration. What better opportunity to pick and choose relative to one's own situation? This year we moved away from the general lecture and developed small enough groups so that sessions became involved and answers became specific.

I doubt that Duncan-Hines was in the kitchen, but the food was more than adequate. I did speak to several dissenters concerning location. After all, if you come from the field, it is nice to be in a location with lots of entertainment, museums, et cetera. Coming from a large cow town in Colorado, I can't say Washington got enough of my attention. But, if Washington had been given my attention, I know my simultaneous sessions would have been located at the National Art Gallery. So, I'll give. If you hadn't put me in Skyland, I never would have worked so hard, or learned so much. Most of all, God bless the long question periods, especially on procurement.

O.K. The good news first. Now for what is known as constructive criticism. I was interested to receive preliminary copies of the program. But what to my wondering eyes should appear but my name. I must admit I am flattered, but when invited to speak in a program, I would like to be given the chance to say yes, and a hint as to what a topic might be. (Please note, this session is not to be

considered as demands from Womens Liberation.)

I would also like to quote the preliminary schedule:

> Monday 3 P.M. to 4 P.M. Library Task Force Survey
> Tuesday 8 A.M. to 9 A.M. Library Survey Reactor Meetings
> Wednesday 4 P.M. to 5 P.M. Report from Reactor Groups

Having participated, as an interviewee in the task force, I was disgruntled not to hear about it, or to at least receive an explanation of why I wasn't hearing about it.

As a reaction to the idea of reactor groups, why not use this as a feed-back, and a way of involving the field in such things as workshop scheduling, programs, annual report, et cetera. I would like to suggest that each bureau select representatives who would meet on Thursday night and hash over the week. (I must foot-note and give more credit to the incredible Ruth Rehfus for this suggestion). This reactor session would allow group opinion on such ideas as format for the annual report, types of sessions.

Ideas for next year? I can suggest two in particular. First, where does the library fit in your organization? Or does it at all? I think this would be an interesting comparison. Finally, I think it is time for the inevitable - ADP, DP, pick your letters. Nine out of 10 librarians are terrified by computers, including myself. Since the Interior Library sends lots of forms out that eventually are digested on computer, ULS, Annual Report, we need a get-acquainted period which could center around the use of the computer in the small library. Why not a general session on this as well as a later simultaneous session? Also, along this line, how about a special session for the BIA school librarians. I have discovered they have lots of specific problems I had never thought of.

O.K., enough said. In the long run, we have had a week of departmental pampering; courtesy of a Big Sugar Daddy who I hope will accept my final summation. Thank you very much for a very nice time.

SUMMATION

Mr. Erik Bromberg
Director, Office of Library Services
Washington, D. C.

Well, we have come to the end of the Fifth Interior Library Workshop. Now, it is summing up time. What have we in Washington learned from this exercise?

You may remember that at the conclusion of the Third Workshop here in Washington, I did not hesitate to express my lack of satisfaction. Today, I would like to state categorically that I am entirely pleased with the week.

First, we learned that an early start on the Workshop by the Washington contingent is basic. We started work on this Workshop early last January. We shall start our labors on the proposed Portland meeting in three weeks when I expect to confer with our hosts there.

Next we learned that simultaneous sessions are tailor made to prevent forcing participants from attending meetings of no interest to them. We were fearful of some sessions where nobody came. This did not happen. What did happen was that the interest level at each meeting rose spectacularly.

Next, and to the sorrow of a few of you, we learned that a meeting in an isolated area has the definite advantage of directing complete attention on the work at hand and on lengthening the potential work day.

Finally, we were pleased to be able to advance the concept of a Librarian for Field Activities to you. I urge you to use the services of Mrs. Yoder.

But, what new ideas did we have? Obviously I cannot report for my staff for we do not have our post-mortem on the workshop until next week. I am going to suggest that next year we concentrate on creating more meaningful learning opportunities for the school librarian from the Bureau of Indian Affairs. Again, I am going to suggest that our annual report be somehow revised to accommodate the special circumstance of the BIA librarian.

If possible, I hope we can draw more heavily next year on the experience of the field librarians in creating our program. There was keen interest in the group in procedural ideas at fellow field libraries. We in Washington realize that a field library cannot be operated as we operate our central library. Therefore, many

of the ideas you people have developed at your stations have considerably more relevance than ideas we have developed here. Thank heavens you all have seemed to overcome the initial shyness demonstrated at earlier meetings and I look for willing cooperation. There is no reason why the burdens of the teaching process cannot be shifted somewhat. You have the talent. I propose to use it.

Finally, what about our future? As you all know, the Bureau of Commercial Fisheries and the Federal Water Quality Administration are leaving the family of the Interior Department. We cannot disguise the fact that this is a severe blow to the structure we were slowly putting together and to the potential for future programs. We simply are losing a group of talented, articulate, and creative librarians.

I have proposed to Mr. Bougas of the Department of Commerce that he consider the possibility of a joint Commerce-Interior meeting in future years and he has reacted favorably. When the new Environmental Protection Agency is formed, when the proper officials are designated, I propose to make the same proposal there. There is no reason why - at least for the next few years - librarians of like assignment and interest cannot work together regardless of Department involved.

After all, this has always been a voluntary meeting of cooperating librarians. I cannot see why this concept cannot continue on a broader base.

We propose to have a good program for you next year. It will be good because in large part it will be the distillation of ideas expressed by you to us. Give us your input - today and when you return home. Send us copies of your trip reports. Write us critical letters. Let us hear from you on the F.T.S.

Your suggestions last year made this Workshop the success I think it was. Your suggestions and comments this year will further improve the quality of the next Workshop.

IMPROVING LIBRARY COLLECTIONS BY WEEDING

Elizabeth L. Tate
Chief, Library Division
National Bureau of Standards
Washington, D. C.

The first step in any sound weeding program is to find a competent psychiatrist. If you do not feel the need of his services while the weeding program is underway, you will be running to his couch at the very first plaintive accusation, "I suppose you threw it away; it's a very important work."

So you won't think this is just my hangup, let me read you a few titles that appear in Library literature under the caption "Discarding books". Describing the authors' mental states are such titles as "Psychological barriers to weeding" - "Courage in the library" - "Lest they haunt you". Even as unflappable a librarian as Edwin Castagna entitled his paper "Last rites; the uneasy business of disposing of bookish remains."

These titles reflect a rather prevalent attitude toward weeding - one that is easy to share when you are weary from reaching to the top shelf and stooping to the bottom shelf to get the dusty old books you are considering for discard. However, it is easier to minimize the drudgery and maximize the benefits if you will regard the weeding program as a splendid opportunity for improving the quality of your collection and facilitating the use of your library.

This afternoon, I would like to offer four suggestions for transforming a weeding program into a collection improvement program. These suggestions - some of them learned in the bitter school of experience - are helping us in the on-going collection improvement program at the National Bureau of Standards Library.

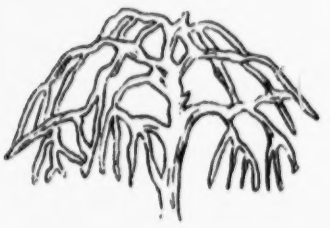
My first recommendation is that you begin your program by preparing written criteria for weeding your collection. It is not necessary that these written criteria be an elaborate document, designed for the eyes of posterity; but a few, concisely written decisions will serve as guidelines for your staff, or, if yours is a one-man library, will help you to be consistent with yourself over a period of time.

The decisions about the materials to be weeded constitute the principal intellectual input to your collection improvement program and for that reason I should like to review with you some recent research on the use of scientific and technical literature and to relate the findings to the formulation of weeding criteria.

seeker of truth

follow no path
all paths lead where

truth is here
e. e. cummings



We will consider first the research relating to the scientists' use of journal literature. Perhaps you have heard of Bradford's "Law of scattering". In a brief article that appeared some thirty years ago in Engineering, Bradford reported the results of an investigation conducted at the Science Museum Library in London. At that time the Science Museum Library regularly issued two bibliographies, one entitled Applied geophysics, the other Lubrication. The citations that had appeared in Applied geophysics for the previous four years were examined, the number of citations to each journal counted, and the journal titles ranked in order of productivity. Nine journals accounted for 429 references, out of a total of 1332 citations. Fifty-nine journals accounted for another 499 citations, but it required 258 different journals to account for the remaining 404 citations. The analysis of the citations appearing in Lubrication in the course of two and one-half years likewise showed that - to use Bradford's own words - "there are a few very productive sources, a larger number of sources which give moderate production, and a still larger number of constantly diminishing productivity. [1]

Subsequent investigations, examining footnote citations, bibliographies accompanying research papers, library loans, or references consulted in information searches tend to support Bradford's findings, although the percentages of scatter vary somewhat in different subject fields.

Other researchers have related the use of journals to the age of the issue or to the language of the text. Louttit analyzed the citations found in English, French, or Germans journals in the fields of chemistry, physics, and psychology. He observed that in the physics journal in English, 86.2% of the references cited articles in English, while only 5.9% cited articles in German, and 2.0% cited articles in French, with other languages accounting for the remaining 5.9%. Although the actual percentages differed, the picture was the same in the field of chemistry. Citations in German physics and chemistry journals show a preference for German, but, surprisingly enough, in the French journal in each of these fields, there were more references to articles in English than to articles in French. [2]

The predilection for current journals is apparent in the findings of several studies that evaluate the usefulness of scientific periodicals by age. The time of greatest popularity is the first year after publication and the period of maximum utility is, in general, the first ten years. D. J. Urquhart concludes from his study of the use of journals at the Science Museum Library that the annual use of a current volume is twenty to forty times that of a volume fifty years old, although the use of journals falls off more

rapidly in the physical sciences than in the biological sciences. [3]

Recent issues, with articles in the mother tongue, and the productive titles of each subject field, then, best satisfy the scientists' needs so far as journal literature is concerned. But what are the characteristics of the preferred monographs? The most recent evidence about the use of books comes from investigations in large university libraries. Although I have found no studies testing the hypothesis that the use of books in a small special library is similar to the use of books in a large research library, logic suggests that we not ignore these findings in formulating our weeding criteria.

Age is seen as a factor in the use of books also, although the pattern varies according to discipline. In a British aerodynamics institution, for example, of the technical reports in use on a given day, more than 80% had been issued in the previous five years. Brown's analysis of books mentioned in citations appearing in journals disclosed infrequent references to chemistry or physics books more than 20 years old. But 30% of the references in zoology cited books more than 50 years old, and the percentages in botany, entomology, and mathematics, though less, were still worthy of note. [4]

In a thorough, carefully designed study at the University of Chicago, Fussler and Simon found that the age of the publication and the language are efficient indicators of potential utility, especially in the scientific disciplines. Their conclusions, however, point out a more reliable guide than either language or age. To quote from their summary chapter, "A not unexpected though crucial finding was that past use over a sufficiently long period is an excellent and by far the best predictor of future use". [5] Trueswell has since supplied additional evidence in support of this conclusion when his examination of a sample from the current circulation records of one of the Northwestern University Libraries disclosed that more than 99% of the sample consisted of books that had circulated at least once during the previous eight-year period. [6]

In a recent publication from MIT, entitled Systematic analysis of university libraries, Raffel and Shishko apply cost-benefit analysis to a number of library problems, including the problem of compact storage facilities. To evaluate certain inexpensive storage alternatives, they compared the costs of weeding by each of the following criteria: past circulation, publication date, acquisition date, and by gross characteristic, such as all the books with Dewey classification. They concluded that for a collection like their sample, especially for the scientific

materials, the publication date criterion was probably more cost-effective than the other criteria. [7]

Now, let's put this research to work to formulate some decision rules. A factor that will have some bearing on the decision rules you elect to follow is the level of weeding you are contemplating. If you are transferring materials out of the collections entirely, you may wish to rely upon the circulation records to guide you in selecting the titles to be eliminated, even though this method may be less cost-effective for you. If you are transferring materials to storage, then the publication date criterion may well suffice.

If you have neither circulation records nor storage space, an easy approach to weeding criteria is to select first the categories you will keep without review. Obviously, you will keep all the volumes you have of the journals that in your fields are often-cited. As I have been speaking, many of you have probably been calling to mind the favorites of your own patrons. For the borderline cases, you may find it helpful to look at the appendix to the paper by Urquhart that I mentioned earlier, which appeared in the Journal of documentation for March 1959. [8] The appendix reports the use made of several hundred scientific periodicals at the Science Museum Library from 1900 to 1956, and the leaders are easily discernible in the list. Of your other journal titles, you will want to keep the volumes published during the past two or three decades, unless a drastic and irrevocable change in agency mission has made the subject matter no longer pertinent. Any rare books you may have you will probably keep and you will be well advised to keep all of the publications for which the bureau that you serve has had any responsibility. In addition you will need to keep the issuances of the parent executive department that affect the operations of your bureau. At NBS we have extended the category of agency-related publications to include books that make more than a passing mention of the Bureau and the writings of agency directors and other eminent scientific staff members - including older editions of encyclopedias and handbooks to which they have contributed. You will exempt from your weeding review all of your resources in certain predetermined subject areas, particularly those fields into which your agency is just beginning to venture, and you will exempt all of your new books, unless, of course, the content has been completely superseded. Works comprised of separate contributions from various authors - like conference proceedings or festschriften - are another category we at NBS prefer to leave on the shelves, because this type is likely to be indexed or abstracted.

Having identified the categories not eligible for transfer, you can turn your attention to the remainder of the collection, for weeding after all is not a matter of keeping, but a matter of not keeping. Your first two decision rules are easy to state and easy to apply. Out of this motley collection of older materials, transfer the multiple copies, the superseded editions, and materials in fields in which your bureau is not working now or in the forseeable future. Early volumes of lesser used journals, especially those in foreign languages, constitute another segment of your collection that can be transferred with little detriment to service. In today's world, you have insurance against emergencies in the microfilms now available for many early volumes of journal titles and it is a good idea to start your weeding with the producers' latest catalogs in hand. The next decision rule is the toughest. From the residue you will need to select for transfer the outdated, little used, run-of-the mill titles. The application of this rule becomes a matter of finding and keeping the gold nuggets in your collection so that you can dispose of the rest. Remembering that primary source material has greater research value than secondary source material should assist you in making some of the choices. Winchell's Guide to reference books will help you spot the older works with continuing reference utility. But the problem of recognizing the definitive titles and the definitive editions is more difficult, especially if your agency is working in several highly specialized fields. This problem brings me to my second recommendation for your collection improvement program.

Involve your agency staff. You have some of the best expertise in the country on the staff of your agency. Invite some of the staff who frequent the library - especially those with good "book sense", to look over the titles you are proposing to transfer and to advise you of any titles that are still useful. A knowledgeable staff member can be particularly helpful in identifying the early editions of a work that have not been entirely superseded by subsequent editions; and - who knows - an ardent bibliophile might even unearth a rare book you didn't know you had. Even more important - it is good public relations to keep your patrons informed of your collection improvement program. Indeed, not only the patrons but your own library staff should be informed and involved.

My third recommendation for your weeding program is that you allow ample time to make it a real collection improvement program. "Speed weeding" may make a cute title for an article, but it is poor policy if the weeding is to be well done. This is your opportunity to find the subject areas in which your collections are weak and to plan your future acquisition program accordingly. The venerable age of the

latest edition of a work on the shelves may make you wonder if a more modern version is available. If Books-in-print confirms your suspicions, you can take appropriate action, if you so desire. Your catalogs will be improved also, since a weeding program is by its very nature a catalog maintenance program. If I may be excused for inserting a helpful, household hint at this point, I should like to show you the quick and easy method we are using to post locations of storage materials in the main catalog. The Chief of the Reader Services Section recommended the use of these plastic card covers imprinted with location information. It is easy to insert the catalog card into the plastic cover which protects the card from wear and tear as well. Ours are color coded to indicate locations throughout all of the collections. I have recommended that you take ample time for your collection improvement program, but don't take too long. As the keyman's guide for the current Combined Federal Campaign puts it, "The campaign that drags also nags". Give your program a high priority so that it will not be forever with you, but don't let the results be superficial by making it a crash program.

Now for my fourth and final suggestion. Have no regrets! Of course, the day will come when you will wish you had a book you transferred to L.C. Some of your staff or some of your patrons will chide you with that "I-knew-this-would-happen" look when the title they need is among the missing. But count the number of times these incidents occur, recall the total number of titles transferred, and see what your failure quotient really is. I predict that it will not dismay you, if you have formulated your weeding criteria thoughtfully, involved the staff, and allowed ample time for careful decisions. But if you need further reassurance, think in terms of your library's "dynamic use factor" and recall this comment by Philip M. Morse, "The research physicist's library is a much better library if it does not contain books that are very rarely used." [9]

[1]Bradford, S.C. "Sources of information on specific subjects", Engineering, v. 137, no. 3550 (Jan. 26, 1934), p. 85.

[2]Louttit, C.M. "The use of foreign languages by psychologists, chemists, and physicists", The American journal of psychology, v. 70, no. 2 (June 1957), pp. 314-16.

[3]Urquhart, D.J. "A national loan policy for scientific serials", Journal of documentation, v. 15, no. 1 (March 1959), pp. 23-24

[4]Vickery, B.C. "The use of scientific literature", Library Association record, v. 63, no. 8 (Aug. 1961), pp. 266-67.

[5]Fussler, H.H. and Simon, J.L. Patterns in the use of books in large research libraries. ("The University of Chicago studies in library science") Chicago: University of Chicago Press, 1969, p. 143.

[6]Trueswell, R.W. "A quantitative measure of user circulation requirements and its possible effect on stack thinning and multiple copy determination", American documentation, v. 16, no. 1 (Jan. 1965), p. 22.

[7]Raffel, J.A. and Shishko, R. Systematic analysis of university libraries: an application of cost-benefit analysis to the M.I.T. libraries. Cambridge, Mass.: The M.I.T. Press, c1969, pp. 17-19.

[8]Urquhart, op.cit., pp. 26-37.

[9]Morse, P.M. "What scholars expect of library service to readers" in Williams, E.E., ed. Problems and prospects of the research library. New Brunswick, N.J.: Pub. for the Association of Research Libraries by the Scarecrow Press, 1955, p. 78.

FIELD LIBRARIANS SPOTLIGHT

Left to right: Mr. Erik Bromberg, Mrs. Susan Vita, Mrs. Rosalie Schnick, Mr. Ray Reese

FIELD LIBRARIANS SPOTLIGHT

PART I

Introduction
Mrs. Susan Vita
Reference Librarian
Office of Library Services
Washington, D.C.

The purpose of this session is to hear three field librarians of different bureaus tell us about a particular project they have engaged in or a particular methodology they have employed. How another librarian serves his users, how another librarian builds up his collection, even how another librarian organizes his day can be food for thought for all of us.

The three librarians who are going to speak to us are Mrs. Rosalie Schnick, Bureau of Sport Fisheries and Wildlife, La Cross Laboratory in Wisconsin, Miss Ann Bowman Hall, Bureau of Commercial Fisheries, Center for Estuarine and Menhaden Research, Beaufort, North Carolina, and Mr. Raymond D. Reese, BIA, Instructional Service Center, Brigham City, Utah.

Mrs. Schnick will talk to us about a project she participated in for her laboratory which won her fame in the La Crosse Sunday Tribune. Indeed the Director of the Laboratory, Dr. Lennon, may be quoted as saying:

> "Having a trained librarian like Mrs. Schnick knowing how and where to get the material and organizing it is essential and without her we couldn't accomplish it."

Mrs. Schnick will tell us some of the background of this statement.

Miss Hall is a librarian who seems to be able to get a lot done in half time. She works from 8:30 - 12:00 every day and is going to tell us about a very special collection of reprints which her Center has gathered. This collection is on the effects of radiation on marine organisms.

Mr. Reese is librarian for the Bureau of Indian Affairs at the Instructional Service Center, Brigham City, Utah, and has a very different role to play as chief of numerous Indian school libraries. Mr. Reese will tell us about the information program he provides backing for and show us a brief slide series to illustrate his description of the program.

PART II

THE BACKGROUND, MECHANICS, AND IMPORTANCE OF RECLAMATION OF PONDS, LAKES, AND STREAMS WITH FISH TOXICANTS: A REVIEW

Mrs. Rosalie Schnick
Librarian, Fish Control Laboratory
Bureau of Sport Fisheries and Wildlife
La Crosse, Wisconsin

One week before the Denver workshop last year, our director, Dr. Robert Lennon came to me saying, "How would you like to do a paper for the United Nations?" I said "Sure, why not!" thinking it was a joke. Not so. He had just answered a call from the Missouri Cooperative leader who had received a request from the Food and Agriculture Organization for a "review paper on the results of control of fish populations by use of the fish toxicants". The FAO personnel knew of no study of this type which showed the real effectiveness of toxicants in fish management. It was needed to help developing countries in their search for protein (fish being one of the major sources of protein in the world). Fish culturists could greatly benefit from the proper use of chemicals, since they could intensively culture food fish without predation or competition from undesirable species. They needed to know the successes and failures, and why; the retreatments done and when; how complete kills were achieved; the over-all effects of the treatment; the use of toxicants on a world-wide level; and contents of unpublished Federal Aid reports.

We decided to do it for a number of reasons, namely: the long-held desire to write a manual on control techniques for fish managers; the need to provide an up-to-date index of fish toxicants, the desire to create a demand for a good toxicant not available to foreign countries and to point the ones having a detrimental affect on the environment; and finally the expertise among our staff to handle such a vast subject:

For example, we had Ralph Burress (the chief at our Warm Springs Laboratory) who had worked with state commissions on ponds before joining the Bureau. He still continues pond testing for our products.

Next we had our Assistant Director, Dr. Joseph B. Hunn, our physiologist who has worked with lake reclamations and knows a great deal concerning the various physiological effects of chemicals on fish.

Next we had Dr. Robert E. Lennon, our director, who has an extensive background in fish management techniques,

especially the comparatively recent development of stream reclamations.

And finally, myself with 3 year's experience in dealing with fish control literature and with an academic background in zoology. I was assigned the task of obtaining the world-wide literature, the Federal Aid Reports and any literature needed for the whole manuscript.

We received the go ahead in October. Contract negotiations advanced the next two months with the contract a product at the end (or so we thought. FAO never did accept our solicitor's terms. We therefore are not receiving the token payment of $1000 as planned, but hopefully we will be able to work out other remuneration, such as a trip to Rome for authors and spouses.) Anyway, in January we began by perusing the literature at our disposal through articles, indexes, and bibliographies. Although fish toxicants have been used for centuries to catch fish, only the last 30 years has brought about developments in organized programs (especially in the United States). Each of us worked up references pertinent to this subject. Those items we did not have, I obtained mainly through our Regional Office library, other Departmental libraries, private individuals, and state and foreign agencies.

The need for the unpublished Federal Aid reports was met very nicely through the Library Reference Service at Denver under the direction of Mrs. Roberta Winn. The Denver Workshop allowed us to work out the details of the information retrieval together. She was extremely willing and cooperative, sending five separate printouts obtaining for us the latest input into the computer. It was very fortunate that most of the fishery material was already in the system. The references were valuable because they especially broadened our knowledge of the reclamations done on streams in the United States. Mrs. Winn then sent us photocopies of the reports we requested. All in all it was a fine example of cooperation and ability.

To make sure we weren't missing any essential references, I requested a computer printout from the FAO and a literature search of the latest indexes from the Interior library. The results from these were encouraging because we hadn't missed a single reference cited by either party.

The major effort to obtain information, however, centered on a questionnaire which I wrote and sent out to 1300 locations in 75 countries plus the United States and Canada. The FAO further

cooperated by translating my questionnaire and sending it to 40 countries in Europe, Asia, and the Near East. In total, the questionnaire ended up being sent to 86 countries in the world. The response was tremendous -- 159 replies were received from 39 states and both territories of the United States, seven provinces in Canada, and 28 other countries. 113 responses contained data in the form of articles, summaries, letters, charts, and maps. The other answers I received contained basically negative information. This was valuable in itself because it allowed me to chart the occurrence of toxicant usage in the world, a task that was not possible before.

In my section on the summarized results of the questionnaire I made these basic observations:

1. 65 of the 81 replies from the state agencies contained data which we could use. It was found that most states had used rotenone, a fish toxicant, mainly since 1953; that streams have been treated since 1960; and that the trend is toward more selective chemicals such as TFM for lamprey control, and away from more persistent chemicals.

2. 10 of the 19 replies from Canada contained literature. The Canadians have not used reclamation as extensively as the United States with 1% of its fishery expenditures on chemical renovation. They reclaim most of their waters for cold-water species. The chemicals employed are toxaphene and rotenone, although toxaphene is being applied less and less because of its toxic nature and persistence.

3. 20 of the 35 replies from South America, Africa and Asia were fruitful. It was really fun working with the foreign replies. They would come in their usual marked up, well stamped envelopes (all the stamp hounds in our lab descended on me at mailing time). At times I would receive letters which seemed contradictory in nature; that is, they would state they did not use toxicants, but that they used rotenone, for example, to apparently take population samplings. Or they would state the government couldn't use chemicals, but private individuals could.

4. The conclusions we reached from the literature and the questionnaire are these:

   First: Fish toxicants are considered the most effective method in controlling fish, but much work is left to be done before all nations will have the ideal tools at their disposal.

Second: Foreign countries must be able to obtain toxicants such as antimycin, a compound we have developed at our lab. It is especially effective in catfish ponds, is rapidly degraded, is non-toxic to birds, mammals and invertebrates and is registered by FDA. In the past the persistent chemicals such as endrin, toxaphene and DDT have been more available.

Third: Biologists must do more in the way of evaluation and survey to have successes. We recommend the following steps and developments.

a. Target fish must be defined and proved to be a problem

b. The biology of the target species should be known

c. Well-trained and sufficient crew members need to be used

d. Pre-treatment surveys must be made on all factors that affect toxicants

e. More post-treatment surveys should be carried on and followed up

f. The right toxicant for the right job at the right time and right place must be selected (Sounds like the work of a reference librarian)

g. Application methods must be improved

h. Emphasis must be removed from the money end to what's-good-for-the-ecology end

i. All fish managers must realize that toxicants are not a panacea.

After compiling the literature and writing a brief rought draft, we met to critically review the paper -- and critically review it we did -- everyone had their chance to be attacked. Once it was reviewed it was my task to reorganize the paper, contribute a foreword, introduction, research needs and summary, verify and compile the bibliography and list of fish names, and edit and re-review the final draft. (The final paper was a tome - 285 pages in all). It was sent to Rome the last week in July and has been favorable

received. Our director is on vacation in Europe and is probably meeting with the FAO representatives at this moment to work out the final details of the paper. Hopefully it will be published by the end of this year.

PART III

Ann Bowman Hall
Bureau of Commercial Fisheries
Beaufort, North Carolina

In order to tell you about our reprint collection, and why we felt it was needed and how it came about, a little history of our local organization is necessary.

The laboratory at which I am librarian is the Bureau of Commercial Fisheries Center for Estuarine and Menhaden Research. This name is only two years old. Prior to that, we were two separate laboratories -- the Biological Laboratory, and the Radiobiological Laboratory, of the Bureau of Commercial Fisheries. We were two labs in terms of research, but both shared a common library. The Biological Laboratory did the bulk of its research on the menhaden, a variety of fish. The Radiobiological Laboratory did research on the radioecology of estuarine organisms. The two labs are now one and the menhaden and radioecological research continues today.

Library support for the menhaden research could be provided for the most part through the use of government publications and the standard fishery biology journals and books.

Radioecology presented a different problem. At that time -- and this is still true -- no single journal existed which brings together the literature of this field, the radioecology of aquatic organisms. It is scattered throughout the whole range of biological publications. We could not hope to subscribe to enough journals to cover the field. We are located at too great a distance from North Carolina's universities and their libraries to be able to borrow all the material as often, and as quickly, as we sometimes need it.

We decided to build a collection of reprints, acquiring the articles our scientists could use, from the journals we did not receive. After five years, our collection now numbers about 10,000 reprints.

Responsibility for the literature in subject areas is divided among the professional staff. Division is made along the lines of each man's research. Usually this means that each scientist takes a section in a particular abstracting journal. A chemist takes parts

of the Biochemistry section of Chemical Abstracts; a biologist scans the Life Sciences section of Nuclear Science Abstracts. Each makes a list of articles pertinent to research being carried on at the lab -- usually just a list of citation numbers which he clips to the front of the issue.

A part-time typist takes these lists and requests a reprint of the article directly from the author. Requests are sent out on these multi-purpose forms (In duplicate).

RADIOBIOLOGICAL LABORATORY REPRINT REQUEST

PERIODICAL TITLE, VOL., AND YEAR	COPIES	REQUEST DATE
TITLE		
AUTHOR AND ADDRESS		
SOURCE OF REFERENCE	REQUESTED FOR RADIOBIOLOGICAL LABORATORY REPRINT COLLECTION	

RETURN TO:

U. S. Department of the Interior
Fish and Wildlife Service
Bureau of Commercial Fisheries
Radiobiological Laboratory
Beaufort, North Carolina 28516

PLEASE RETURN

REPRINT NOT SENT BECAUSE:

☐ SUPPLY IS EXHAUSTED

☐ PUBLICATION NOT YET RECEIVED

☐ SUGGEST YOU REQUEST FROM:

_____

_____

☐ OTHER: _____

_____

_____

Author's Signature

The top sheet of the form is of regular weight paper and has a mailing address label in the lower left hand corner for mailing the reprint to us. The right hand side of the form may be returned to us to tell why the reprint was not sent. The upper left portion identifies the article requested, and has space for the author's name and address. This sheet separates and folds for inserting into a window envelope so that the address does not have to be typed twice.

The forms are printed for us by GPO at a cost of about $300 for 8,000. When the next batch is printed, our name will be changed and we plan to add Postage and Fees Paid to the mailing label to make it simpler for the author to send us his reprint.

Our record of the request, the carbon copy on cardboard, is filed until the reprint, or reply, is received. When the reprint comes in, the carbon is pulled, and this part of the form (the upper left portion) is detached to be used as a temporary author card. The reprints are numbered consecutively, that is, they are given an accession number as they are received. The permanent author card is typed and subject headings are assigned and typed on the back of the author card. Cards are xeroxed and filed in the card catalog. Except for assigning the subject headings, all of this is done by the clerk-typist.

We don't limit ourselves to the Library of Congress subject headings, but they have been used as a basis, with additional subject headings used as necessary.

A list of acquisitions is compiled every two weeks, duplicated and distributed to the lab staff. They mark the numbers of the reprints they want to see and return the lists. We estimate that about 1,000 of the reprints will be checked out at any given time.

Response to the use of the forms has been surprisingly good. In the five years that we have been using them, only about three really unpleasant replies have been received. One man wrote back saying that the only form that he had ever seen that was less friendly than ours was the one sent out by the Internal Revenue people. Far more letters have been received from people expressing interest in adapting our form for their own use.

There are almost as many ways of handling reprints as there are libraries. I wouldn't suggest that our way would work for you -- but it does work for us. Most of the work -- the single exception is the assignment of subject headings -- is handled by a clerk-typist. We find that the file serves well its intended purpose, supplying information to our own staff. Beyond that, we find it increasingly useful as it grows in size, in answering other, more general requests for references on particular subjects, both in our own immediate area from staff members of the other marine laboratories, and in answer to telephoned and written requests originating elsewhere.

PART IV

Mr. Ray Reese
Instructional Service Center
Bureau of Indian Affairs
Brigham City, Utah

The Bureau of Indian Affairs is unique in the Department of the Interior library system for several reasons. I would like to explore for you this morning some of the areas that are different and some of the reasons those of us in the BIA libraries are excited about our work.

1. We work with more specialists than any of the other libraries. Among our patrons are trans-oceanic jet pilots, accountants, business managers, fishermen, farmers, dentists, surgeons, ministers, etc.

   The most exciting and challenging people in the world are those under the age of 20. You never know what they are going to say, if anything, how they'll say it, and they say it at the most unusual times.

2. Our service is to patrons who use and are learning to use English as their second language.

   Our problem is not getting material translated but getting them to translate their thinking from Navajo to English. We are always striving to get interesting material in English simple enough to be challenging but understood by our patrons.

3. Our libraries are called Instructional Media Centers and house print and non-print items in quantity. We not only catalog and circulate books but also filmstrips, slides, pictures, tapes, records, movie pictures and all related equipment to utilize these materials. All instructional materials are housed in and circulated from our Media Centers. Many of the librarians also supervise the production of transparencies, bulleting board displays, and visuals of all kinds.

4. Our librarians are first educators, and second librarians.

   Our business is to be the central support operation for the education of Indian youngsters. We need to know the curriculum of the school, how to teach - so we can understand the teachers, how to organize and operate a library, cataloging books, films, filmstrips, records, pictures,

transparencies and realia. We also give guidance and support to children and facilities to meet their individuals personal needs as well as academic needs.

5. Several librarians run their own programs plus bookmobile services. Miss Inez Allen, Choctaw Indian School in Mississippi has the longest running and most successful media van, Mrs. Marion Morrow - Santa Rosa School - Papago Reservation - is operating a bookmobile, Mrs. Theresa Harris at Crownpoint, New Mexico is trying to put wheels on a bookmobile service and the Oglala Community School on the Pine Ridge, South Dakota Reservation is planning to start a bookmobile service. Probably the most unique service in the nation will be the culmination of three years planning in putting into the air an Air Bookmobile service in the Bethel Agency of Alaska. This service will fly books and a library aide into twelve or more villages on a planned rotational program to put reading material into the hands of the villagers.

Library operation in the Bureau of Indian Affairs is an educational function for youngsters of an underprivileged group. To help you further understand our position I would like to present to you a sound-slide presentation of Education of the American Indian so that you will see the importance of our support as librarians of the education of these youngsters.

Mrs. Vita: Thank you for coming and I would like to stress that the spotlight is, indeed, on all of us and we look forward to hearing from all our field people and highlighting several more at next year's workshop.

Until then, we are all here together and can take advantage of this particular week to find out what each of us is doing that is innovative and important.

CATALOGING

Mrs. Elizabeth Yee
Chief, Cataloging Branch
Office of Library Services
Washington, D.C.
and
Mr. Samuel Shepard
Librarian, Bureau of Mines
Denver, Colorado

The session opened with an announcement by Mrs. Elizabeth Yee about the Association of American Publishers meeting held to discuss "Cataloging in Publication" on September 21, 1970. The cataloging session was devoid of any real formal presentation and was mainly a question and answer type situation. Basically the questions pertained to cataloging problems encountered in handling serials and special materials.

Although many other topics had been indicated for discussion, time was short and none of the other areas were covered. Owing to a special request, the second session was a continuation of the first but we still did not get beyond the above mentioned topics. At the end of the session Mr. Shepard very hurriedly went over some of the tools and source materials that were on display.

Various cataloging aids that are available to the cataloger, such as the American Library Association Rules for Descriptive Cataloging and the Library of Congress counterpart were presented.

The mediators emphasized that, in the smaller library simplified cataloging was the order of the day. Detailed and/or complicated cataloging serves not only to drive the patron away from catalog use, but takes up the time of the staff which can be used to better advantage.

As the session progressed, questions and answers and suggestions came from the floor and the moderators for all to take advantage of.

Very obviously the audience was deeply interested and enthusiastic about acquiring new and short-cut cataloging skills and/or to sharpen the presently acquired ones.

Each session lasted about 30 minutes, and the general idea which we tried to put across to the audience was that simplified cataloging makes the optimum use of personnel in the smaller library.

NEW PRODUCTS, PROCESSES AND SERVICES

Mr. Eugene Malkowski
and
Mr. John Lattimer
Office of Library Services
Washington, D. C.

Mr. Lattimer: If you have attended Library Association meetings some of this may not be as new as you would like it to be. However, if you have been away for a while from Association meetings, we hope that this will be a meaningful session for you. We are going to attempt to maintain an informal format so you will feel free to ask questions at any time. While we are not experts, we do have some reports on library equipment -- I am referring to the Library Technology Reports prepared by the American Library Association. These reports range from floor coverings to chairs, desks, other furniture, typewriters, library mechanical equipment, copying machines and insurance.

Since we will be discussing microfilm equipment, I would like to point out that you may take home some samples of the National Union Catalog on microfiche. The samples are located on the rear table with other materials we thought would be of interest to you. The N.U.C. samples were provided by the microcard division of the National Cash Register Company in Washington, D. C.

(Mr. Lattimer also made brief comments on microforms, and presented a discussion on the DASA Microfiche Reader, a small portable machine developed with the support of H.E.W. and the Federal Library Committee.)

Mr. Malkowski: In brief, demonstrations were given by Mr. Malkowski with the Polaroid camera as a method of copying entries from the National Union Catalog. He also made comments on the use of Xerox, Flexowriter, Dura and the IBM MT/ST (Magnetic tape/ selectric typewriter) in cataloging.

Also demonstrated were the selectric typewriter and the use of the "Orator", large type head to place call numbers on pressure sensitive labels; and the Bro-Dart 800 binding system, as an economical method of binding pamphlets, periodicals, paperbacks, etcetera, into volumes in less than five minutes.

Also discussed was the L.C. card number index to the National Union Catalog, (Library Information Services, in Cambridge, Massachusetts), and an L.C. card reproduction service available from the U.S. Reprint Service in Boston.

(At the end of the session participants were encouraged to examine the equipment available and to operate it.)

Mr. Provell: (A former employee of H.E.W.) He gave a brief history of microforms, explained the interest by H.E.W. in an inexpensive microfiche reader, and how DASA Corporation won the award by H.E.W. to produce the DASA Microfiche Reader. He also explained why microdisplay did not receive the award to produce a microfiche reader.

Mr. Charles Miles: Mr. Miles, from Microdisplay Company, New York, N. Y., demonstrated an unusually versatile microfiche reader which was still in the prototype stage. However, he indicated the machine would probably be in production by mid-1971, and be reasonably priced so all libraries could obtain a machine.

LEGAL REFERENCE

Mrs. Marjorie Snodgrass
Office of Library Services
Washington, D.C.

I am surprised to see so many of you at this session. The title, "Legal Reference," sounds rather esoteric and not really a part of a scientific-technical librarian's worries. Others may feel that this sign of Lucy perfectly expresses their feelings about legal reverence - "blah!"

Why should we be concerned with learning more about legal reference? Think for a moment. Do all of your clientele deal exclusively with scientific and technical publications? What about the promulgation of fishing and park regulations, land acquisition programs, the recent seizure of a monkey at the Miami Airport, reorganizations plans, and budgets? In addition, as professional librarians we should be concerned with not only retrieving information that is specifically asked for but actively seeking out items to bring to our clientele's attention. Furthermore, the inability to field a legal reference question may inhibit some of our clientele from returning for help in other subject areas.

Legal reference is primarily understanding how the executive, legislative and judicial branches operate and some of the publications they produce. Three particularly useful tools for legal reference are:

Schmeckebier, Lawrence and Roy B. Eastin. Government Publications and Their Use. 2 ed. Washington, D.C., Brookings Institution, 1969. $8.95.

Price, Miles O. and Harry Bitner. Effective Legal Research. Boston, Little Brown and Co., 1962.

Zinn, Charles J. How Our Laws Are Made. Washington, D.C., U.S. Government Printing Office, 1965. $0.20.

In addition there is a bibliography, Law Books Recommended for Libraries, which covers 46 subjects including oil and gas law, water law, etc. One may buy individual subject parts or the complete set.

Association of American Law Schools. Law Books Recommended for Libraries. 6 vols. South Hackensack, N. J., Fred B. Rothman & Co., 1967. $175.00.

There are a couple of principles relevant to legal research. First, our Anglo-American legal system is based upon a statutory and case law system. Therefore, the aim of legal reference is the search for an authority - a case or a law which covers your particular question. There are two types of authority. Mandatory authority may be laws, regulations or Supreme Court decisions. Persuasive authority may be experts in a particular field, laws or cases in other jurisdictions which are relevant. Another principle relevant to case law searches is the phrase "Stare Decis." "Stare Decis" refers to the policy of the courts to stand by precedent. Judges rely on past decision to support pending decisions. However, if a convincing argument can be made, a judge may choose to overrule the precedent and establish a new interpretation - in essence a new law.

Although legal reference is thought of primarily as case and statutory searches, there is another area of legal reference which has particular relevance for Government librarians - administrative law. Administrative law comprises those rules and regulations issued in order to carry out the laws. Congress does not specify in detail how laws are to be executed, but delegates this to the administering agencies. Another aspect of administrative law is the decisions rendered by such agencies as the National Labor Relations Board, the Federal Power Commission, as well as the Department of the Interior. One can see how executive agencies become involved in all aspects of legal reference work - administrative, judicial, and legislative law.

Most of the publications that we will be discussing are published by the Government. However, first I would like to go over with you the Environment Reporter and the Congressional Information Service Index.

The Environment Reporter published by the Bureau of National Affairs for $296.00 is a weekly looseleaf service. There are six volumes:

1. Current Developments - gives one the latest information regarding developments concerning the environment. Whether it be in air, water, or noise pollution, sewage treatment, mine drainage, contracts, pesticides, or policy statements.

2. Federal Laws - contains more than the statutes and Executive Orders. There is a section on Policy which includes presidential messages. Another part comprises standards and criteria relating to air, water, and radiation. Enforcement lists the conferences held, who was involved and the recommendations emanating from the conferences. The Programs section outlines the involvement of Federal agencies in the environment and the Directory lists the names, telephone numbers, and addresses of Federal officials dealing with environmental programs.

3. State Air Laws - gives the full text of state air laws and the address of the administering agency. The administrative regulations promulgated regarding these laws, however, are not as yet printed.

4. State Water Laws - gives the full text of the state water laws which are relevant to the Federal Water Pollution Control Act. This section also gives the address of the administering agency.

5. Monographs - are essays on aspects of environmental law written by BNA editors.

6. Decisions - give the full text of Supreme Court decisions and other significant Federal and State court cases in the field of environmental law.

The second item is the Congressional Information Service Index. It is an in-depth indexing and abstracting tool that is published monthly. The price is $200.00 per year with an additional $80.00 for the annual bound volume. Furthermore, the CIS will provide microfiche copies of all publications abstracted. This is particularly useful for committee prints which are difficult to obtain. The subject index even includes the names of hearing witnesses. There are also indexes by report, document and bill number and committee and subcommittee chairmen.

The Environment Reporter and the Congressional Information Service Index, though expensive, are particularly worthwhile for they gather together a wealth of information from a variety of sources and provide access to the information through in-depth indexes.

One of the first publications we should be thoroughly familiar with is the Departmental Manual. I stress this for two reasons. First, one should know as much as possible about the organization for which he works. Secondly, the Public Information Act (5 U.S.C. sec. 552, as amended by Public Law 90-23) stipulates that identifiable agency records be made available to the public for inspection. In those instances where no, or only nominal, search is required, there shall be no charge. This would apply to the Departmental Manual. It would be well for you not only to make sure that the manual is available for public inspection but also that copies may be made of it. 43 CFR sec. 2.1-2.7 deals with the obligations of Interior agencies regarding the Public Information Act.

The Congressional Record is not really a verbatum account of the proceedings of Congress. Editing and insertions of remarks by legislators substantially modify what is said on the floor of the House or Senate. For this reason the pagination of the daily record differs from the pagination of the bound volumes. Other items of interest in the

Congressional Record include the Daily Digest which gives the highlights of the day, notices of hearings and committee meetings and on Friday gives notices of the business to be considered for the upcoming week. An index is issued every two weeks but it is not cumulated until the bound volume appears. The bound annual index is a particularly useful tool. The first part is a subject index which is best approached by the name of a Congressman or a Senator. The second part contains the History of Bills and Resolutions. This is used primarily in gathering together material for a legislative history of an act. Legislative histories are used to determine the intent of Congress in passing a particular piece of legislation. The History of Bills and Resolutions gives the names of the sponsors of a bill; the date it was introduced; the committee to which it was referred; the number of its report; the debate and when it passed. Similar information is included for the other house as well as the public law number if signed by the President. If another bill was substituted, this information will also be included. The only information not included in the History of Bills and Resolutions necessary for a legislative history is information on hearings. The reason for this is that hearings are considered committee publications, not congressional publications. To locate information on hearings, the Monthly Catalog, CIS Index, CCH's Congressional Index are the best sources. The House appropriation hearings are useful sources of information about particular agencies. Especially welcome is the statistical information.

Reports are numbered congressional publication on bills and resolutions and special investigations. The Congressional Record Index, the Monthly Catalog, and the CIS Index are good sources for locating reports.

Committee prints are frequently definitive statements on a given subject area which have been reviewed by the Committee in the course of some legislative activity. Written by the committee staff, they are important sources of specialized information. Committee prints are often difficult to obtain for they have a limited press run and limited publicity. The CIS Index and their microfiche service should improve this situation.

The Statutes at Large published for each session of Congress, is a chronological compilation of the laws passed by Congress and signed by the President. Each volume has a subject index and a table of laws affected. Up to 1950 treaties were published in the Statutes at Large. Now the treaties are published separately in U.S. Treaties and Other International Agreements. Citation to the Statutes at Large is by volume and page number (79 Stat. 234).

The United States Code incorporates laws of a permanent, general nature. The code is arranged into 50 titles or subjects. There is

a subject index as well as tables. One table that is particularly useful tells where a law is located in the code. The current edition of the code is 1964 with a cumulative 1965-1969 supplement.

The Federal Register published since March of 1936 is the source for the rules and regulations promulgated by the Federal agencies. It is published Tuesday through Saturday except days following holidays. Regulations are effective on the date printed. Arrangement is by title and then chronologically. Other information included in the record are Presidential proclamations, Executive orders, delegations of authority, notice of hearings (administrative) and proposed rule making. There is a monthly index which cumulates quarterly. In each issue there is a table of Sections Affected. The table of Sections Affected shows whether a new regulation has changed the Code of Federal Regulations in any way.

The Code of Federal Regulations is a subject arrangement of the regulations of a permanent general nature. Therefore delegations of authority and notices of hearings are not included in the Code. Citation is by title and section (43 CFR sec. 552). There is a subject index to the code which is poor. Title three of the Code contains Presidential proclamations, Executive orders and Reorganplans. Within title 43 there is a table of Public Land Orders. At times the Code of Federal Regulations and the Federal Register are frustrating to use. They are, however, vital sources of information.

Case law searches are primarily thought of as legal reference. However, you will probably have less to do with this aspect of legal research than with legislative and administrative law searches. Even though the Decisions and Opinions of the Department are administrative law, for lack of a better suggestion, I have put them with judicial case law. Citation to the case may be by its number and the volume of the decision that it is in, and the page on which it begins. A section within the library edits and indexes the decisions. A cumulative quarterly index-digest is also prepared. Included with the decisions are various tables much like other sets of law reports. The symbols used for the decisions are:

M - Solicitor
IBCA - Interior Board of Contract Appeals
A - Bureau of Land Management

There may be some changes in the code system due to the creation of the Office of Hearings and Appeals in the Office of the Secretary. But as with any organization things are a mess for a while.

Legal Reference is no more complicated than other types of reference work. It helps to have a legal bibliography course but Schmeckebier, mentioned earlier, can be your teacher.

BIBLIOGRAPHIES

PART I

Miss Mildred Barnes
Chief, Bibliography Branch
Office of Library Services
Washington, D.C.

We are proud of our bibliographies. Our program is active, and our bibliographers are enthusiastic. We publish a series of bibliographies on topics related to the work of the Department. These range from Age Determination of Wildlife to Fire in Far Northern Regions, from Oil Pollution of Marine Waters to Economic Development of American Indians and Eskimos. They range in size from about two hundred to approximately sixteen hundred entries. Nineteen bibliographies have been published in this series. Five more are in various stages of preparation. These bibliographies are sold by the National Technical Information Service, formerly the Clearinghouse for Scientific and Technical Information, in Springfield, Virginia. However, they are available to you from the Office of Library Services.

We also publish bibliographies on topics of general interest to the Department, though not specifically related to any of its missions. These include Readings on the History of the United States Department of the Interior, Conference and Workshop Planning, and the list of Abstracting and Indexing Services in the Office of Library Services, which has just been revised and updated. Altogether, ten bibliographies have been published since the last Workshop.

Subjects for bibliographies come from Bureau requests, from extended or frequently repeated reference questions, from "hot" news items. Final determination is made in consultation with Bureau personnel, who act as advisers while the work is in progress.

Once the topic has been determined, the bibliographer makes a preliminary survey to acquaint himself with all aspects of his subject; to discover whether there are any bibliographies in existence which may cover all or part of the proposed undertaking, and thus serve to limit or require a new direction for the project; and to determine what sources, what kinds of material are available, and the extent of the literature in the field. He also identifies specialists with whom he may make contact by phone or letter.

Now he is ready to gather references and examine material. References and resources not available in our library are borrowed on interlibrary loan, or examined in other libraries.

The bibliographers are drawn from Reference, Cataloging, and Selections, and can devote only part of their time to this work. For this reason, it normally takes about nine months to complete a full-scale bibliography. Staff members are urged to find a quiet spot away from their desks when working on their bibliographies, to avoid interruption by telephone or by people who drop in.

Our primary manual for the construction of bibliographies is the U. S. Library of Congress Bibliographical Procedures and Style, a Manual for Bibliographers in the Library of Congress, Washington, 1966. This is sold by the Government Printing Office at seventy-five cents a copy.

Occasionally, we receive copies of bibliographies prepared in the field, and we know there are others which we do not see. Perhaps it would be useful to you if we were to serve as a central repository for these bibliographies. It might even be well to maintain a clearinghouse of information concerning bibliographies in progress throughout the library network. Such a clearinghouse might serve to coordinate and prevent duplication of effort.

There is one Field project which we find particularly exciting. This is the Mercury Contamination in the Natural Environment, our first truly cooperative bibliographic venture. It was conceived and initiated by Ruth Rehfus, Bureau of Commercial Fisheries in Ann Arbor. She and Arthur Priddy, BCF Seattle, coordinated the efforts with other librarians. The bibliography was issued in record time, and came back from the printer the very week that the mercury problem really hit the newspapers.

We in Washington want to help you in the Field in every way we can. We will check sources which are unavailable to you; we will help you obtain material; we will help you resolve technical problems. We will prepare bibliographies on topics you request, but, until we have more staff, we cannot do a full-scale bibliography in a hurry. Mercury was an exception - and you people did that, with some cooperation from us. We will be happy to help in any future cooperative ventures.

We plan this hour to talk with you about any problems or facets of bibliography preparation that you want to discuss. Before we begin, Mrs. Rogers will tell of her experiences in preparing a bibliography in a Field library.

PART II

PREPARATION OF U. S. BUREAU OF MINES INFORMATION CIRCULAR #8429 "List of Bureau of Mines Publications on Oil Shale and Shale Oil, 1917-68"

Mrs. Marianne P. Rogers
Librarian, Bureau of Mines
Laramie, Wyoming

In January 1964 I was assigned the task of compiling a bibliography of oil shale and shale oil publications either published by the Bureau of Mines or authored by Bureau of Mines employees. The main problem that first confronted me was the lack of personal knowledge on the subject. At this time I had only been working six months for the Bureau of Mines and my general background was not of a scientific nature.

A time limit was agreed upon for the inclusion of material from 1917-1968. The 1917 date was the earliest publication to be found authored and printed by the Bureau of Mines on oil shale.

The form of the bibliography was the standard form used by the Bureau of Mines and the Style Guide and Government Printing Office Style Manual rules were followed.

The bibliography's intended use by both laymen and technical personnel dictated simplicity of form, ease in locating items, and inclusion of both basic and highly technical information.

The first step in compiling the material was to search all possible literature to locate a comprehensive listing of items. I started with a small bibliography published annually at the Laramie Energy Research Center. Since Laramie is the only oil shale governmental research center in the United States, 75 percent of existing Bureau of Mines publications were listed in this bibliography. The other bibliography which helped me was the "List of Bureau of Mines Publications from 1910-1960", and the annual lists from 1960 to 1968.

Other sources of information used to compile the bibliography were Chemical Abstracts, Petroleum Abstracts, Bibliography of North American Geology, Applied Science and Technology Index, and numerous textbooks dealing with the subject. I also inventoried my reprint file for any papers published in outside jornals or books missed by previous bibliographies. The last source of information came from the Center's technical staff who generously gave their time to assist me in locating missing items not listed.

One word of caution that is very important at this point; check every item located for validity. I found many mistakes in all the previously mentioned sources of information of which 90 percent were printers errors, but 10 percent were either fictitious entries or completely in error.

As you examine the many sources of information, the easiest way to assemble this multitude of material is by use of cards. Use one card for each entry and fill in all information at the same time. I have found by experience that it is much easier to list everything you find on the subject when you find it than to retrace your entire literature search for a missing item. Entries not pertinent can easily be discarded at a later time. I use black ink for my entries and colored pencils for my cross references and item numbers.

You can arrange your bibliographical entries several different ways. Mine was arranged first by series, then the technical papers published in outside journals and books were arranged alphabetically by senior author. Our small bibliography published each year in Laramie is arranged chronologically by year and then alphabetically by senior author. I assigned an item number to each entry in my bibliography for several reasons. First, it is easier to refer to an item number in a cross reference; second, you can compile your index before printing the manuscript; and third, a lot of our literate technical personnel do not know the alphabet but they do know their numbers.

The rough draft typing of the bibliography comes next and temporary item numbers, cross references, and a table of contents are included. One copy each of the rough draft was sent to my editing board which consisted of our research director and four other technical men from our Center. The editing session consisted of 8 hours in which various items were deleted, several missed items were brought to my attention, and many other items were reclassified.

After this editing session all corrections were made in the bibliography, final item numbers were assigned, final cross references were made, and the index was compiled. The bibliography was then again reviewed by the editing board and finally sent to the typist for the final draft typing.

From our Center the bibliography was sent to the Bureau of Mines Publications Branch in Pittsburgh, Pennsylvania where another editing board reviewed it. Several entries were questioned so I had to find the original papers and send copies of these as my proof. Also, minor typographical errors not caught by our proof readers were corrected and the entire manuscript was sent back to us for final typing.

After the final typing in Laramie, the bibliography was returned to Pittsburgh and then sent to the Government Printing Office in Washington, D. C. for printing as an Information Circular.

I originally compiled my bibliography in 1964 but due to several unforeseen events it was not published. In January 1968 I was requested to revise the original manuscript and bring it up-to-date in preparation for publication. Essentially the same procedure is used to revise an existing bibliography as to start one from "scratch." The only advantage you have is a base of information and in my case only five years of literature had to be searched in order to bring the subject up-to-date. All item numbers, indexes, and tables of contents must be revised and I found it easier just to start all over again with my card system. The revision took me approximately six months of part-time work before the manuscript was accepted by the Government Printing Office in June 1968. The bibliography was finally distributed in January 1969.

PART III

Summary of Discussions

Availability of Office of Library Service Bibliographies

These are listed and sold by the National Technical Information Service (formerly, the Clearinghouse for Scientific and Technical Information). They are not listed in the Monthly Catalog of United States Government Publications because the Library cannot afford to reproduce enough copies for depository libraries.

Plans are being made for a mailing list. All DI libraries will have the opportunity to receive those bibliographies in which they are interested.

Presently, new bibliographies are listed in the Library Newsletter. It was suggested that Field bibliographies and bibliographies in progress also be listed. Then if, as happened with the Mercury bibliography, two or three librarians are working on the same topic, they will be able to pool their efforts.

Size of a "Good" Bibliography

There is no arbitrary rule. Size depends upon the purpose of the bibliography, and the availability of literature on the subject. Topics should be defined as narrowly as possible to fulfill the purpose. It may be necessary to redefine after some investigation has been made.

Peripheral material poses a problem. It is impossible to include all of it, and the line must be clearly drawn. Sometimes, as with the

bibliographies on endangered species, the bibliography may deal with a topic on which so little has been printed that it is necessary to include references to parts of books, even as small as a paragraph. It is important that such references carry real information.

Examination of Items Listed

In-so-far as possible, the bibliographer should examine all of the references he lists. A note should be made when an item is included without examination. Inaccurate and even fictitious references have been found in some sources.

Major sources consulted should be listed.

Use of Periodical Abbreviations

If it is found necessary to abbreviate journal titles in citations, the bibliographer should use a standard list, such as the American Standards Association standard 239 (out of print, but being revised), or the list prepared by Chemical Abstracts.

New Approach to Bibliography

Rather than starting with abstracting and indexing tools, one might consult with experts in the field, asking for relevant materials from their files. This approach was used with some success in compiling the Mercury bibliography. /Editor's note: Abstracting and indexing tools were - and should be - used as well/

BOOK SELECTION

Miss Mary Ellen Barkauskas
Selections Branch
Office of Library Services
Washington, D.C.

PART I

In planning a book collection, the librarian must spend money wisely and provide the books that will be needed by those who use the service. The results of her judgment will stand on the shelves as permanent reminders either of painstaking selection or of haphazard gathering. Unfortunately, there are so many books published that, though their subject be scientific, do not merit a place in a good science-technology library in which quality and not quantity must be the objective.

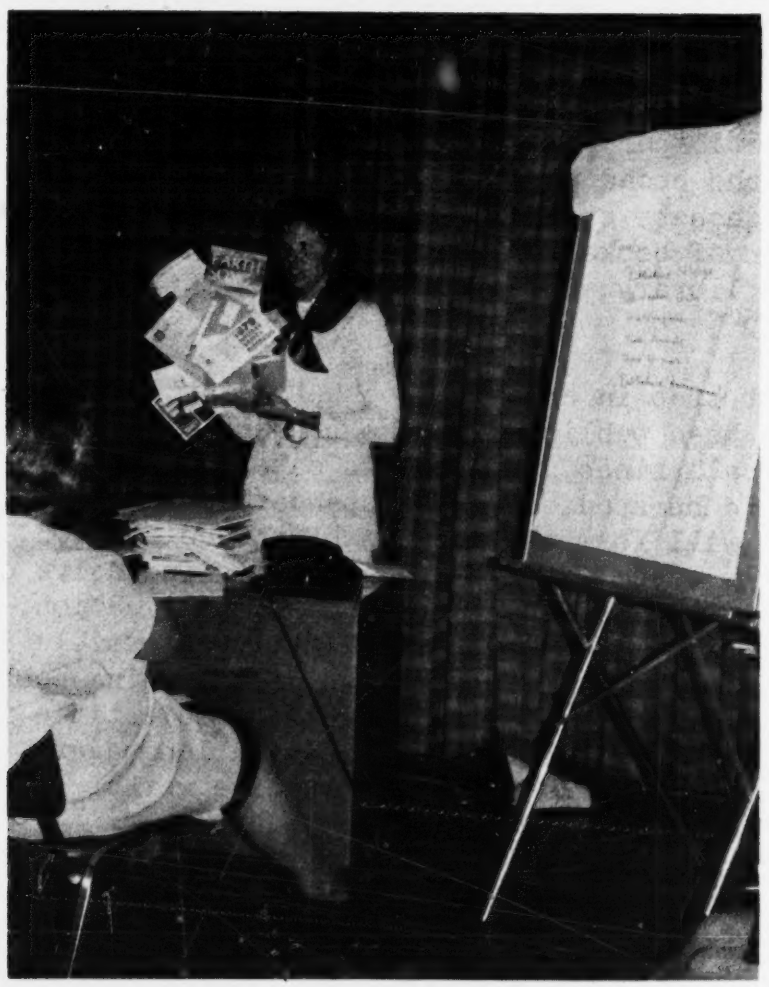
The selection of books must be done systematically, always keeping in mind the broad purpose and specific interests of the organization. Adequate study of what is requested should precede the final selection of books for purchase. Advice should be sought from those whom the library serves. The patrons suggestions should be welcomed.

The first step in choosing books to start a collection is to learn what has been published in the subject fields to be covered. Book lists of all kinds, publisher's catalogs, and pertinent bibliographies should be studied. Most standard works will already be known and this will form the nucleus of the collection. Although many of these cumulated listings are generally inclusive of important works irrespective of language or place of publication, it is admitted that emphasis is on works more easily accessible in the United States. However, in the process of selecting books for purchase, it must be recognized that results of scientific investigation are being published in many countries and languages. Some books written in foreign languages are authoritative works, and must be provided in an adequate collection.

After the nucleus of the book collection has been established, it is obviously as important to add to it as carefully as when the initial selections were made. A regular system for locating newly published books should be devised. There is no one source that can be depended upon for the announcement of all titles in any of the fields of science.

Some important publications that list new books in the sciences are the following: Publishers' Weekly is the most complete listing and one of the best sources for titles of books and pamphlets. The

information is generally accurate and when possible an LC number is given. Since 1960, PW has been supplemented by a monthly cumulation, the American Book Publishing Record which is cumulated by subject. Through the subject approach, those items possibly missed by scanning PW, can be picked up. A newer guide, again supplementing PW is Forthcoming Books, issued bi-monthly since 1966. Items planned for publication within a five month period are listed. A Subject Guide to Forthcoming Books is also available, and it classifies all listings under 200 subject headings. This source is invaluable for the Selections Office in that items selected from Forthcoming Books are placed in a "tickler" file divided by month of publication. In this way, one can order new books immediately and before the book service runs out of stock.



Miss Mary Ellen Barkauskas

The Cumulative Book Index is a world list of books in the English language. CBI is published monthly except August with semi-annual and two-year cumulations. It serves as a reference tool for verification of titles providing full bibliographic data. Books in Print is an author-title index to the Publishers Trade List Annual. The principal uses of this source is to locate books offered for sale by a particular publisher, and to gather complete bibliographic information for orders. The Subject Guide to Books in Print is a very valuable guide to titles on a specific subject. Additional extremely important selection tools are Library Journal, Choice, Scholarly Books in America, ALA Booklist, and Guide to Information Sources in Science and Technology. Book reviews in periodicals are frequently an important source for selection, and they should be watched routinely. Examples of these are found in Science Nature, Environmental Science and Technology, Science Newsletter, Scientific American, Science Progress, and Quarterly Review of Biology.

In judging book reviews, (1) reviews in journals in pure science are likely to be better than those in trace journals; (2) British reviews are more trustworthy than American ones; and (3) a signed review is more likely to be reliable than an unsigned one. The librarian should be aware of SLA's Technical Book Review Index. Awareness of a publisher's newest publication is made through publisher's announcements. The Selections Office becomes aware of many new and forthcoming items through these announcements. Another possible source to utilize in book selection is the library accession list. Certain major book dealers like Maxwell Scientific International provide extraordinary services in sending out notifications of newly published books to libraries; the format varies. Maxwell sends out IBM-type cards whereby other dealers furnish monthly publications.

Other kinds of publications in addition to books are of great importance in a scientific collection. They vary widely in character and originate from many sources. The most important type of this nature is the government document which is issued by national, state, and municipal bodies. The majority of those items relevant to a science-technology library are published by U.S. Government agencies. All agencies provide indexes to their own publications in addition to the listing in the Monthly Catalog of United States Government Publications. Since World War II, a great number of additional agencies have developed as a result of government support of scientific research. The greater number comprise what is known as the technical report literature. These reports, coming from private companies doing research under government contract, vary in availability. A central source for government data in the physical sciences and engineering is the Clearinghouse for Federal Scientific and Technical Information which recently changed its

name to National Technical Information Service. Through NTIS, all unclassified results of federally sponsored research and development are made available at a nominal cost - $3.00 for hard copy and $.65 for microfiche. The new reports from NTIS are announced in four publications: U.S. Government Research and Development Reports, R & D Index, Fast Announcement Service, and Announcements in Science and Technology.

Most law books are available through the Federal Supply Schedule.

The value of a published item cannot be judged from its physical form or origin. Vital facts are to be found in all kinds of publications ranging from the most insignificant looking pamphlet to the most pretentious encyclopedic treatise. Finding and procuring the information in print that will anticipate the requirements of a particular enterprise require wide familiarity with all sources of information and constant examining.

Serials

Serials represent important resources to research libraries, and care should be taken in their selection, acquisition, and preservation. Periodicals constitute the most important part of a science library's resources because they publish the immediate results of experimental research and announcements of technical developments.

The selection of subscription titles requires a study of the needs to be met. It should be remembered that acquisitions of serials always carries with it expenditures of allowing for costs in forthcoming years: cataloging, binding, and maintenance. Periodicals change, but extreme caution should be exercised in canceling a subscription. Continuous runs of important titles are an asset to the library, and major subscriptions should never be affected by a cut in the budget.

The basic list of periodicals required is obvious to the librarian who has knowledge and experience in the subject areas involved. Library users can suggest possible items. When a library is in operation and frequent requests are made from journals not in the library, it is evident that they should be added. Abstracting and indexing periodicals that cover the particular interests fields should also be procured; no one library can subscribe to more than one or two hundred periodicals at best. It, therefore, must depend on indexing and abstracting services for information published in other periodicals.

Serials are acquired usually by subscritpion, occasionally through membership in professional societies, and at times by gift and exchange. Memberships in societies can be advantageous for the following reasons: 1) procurement of needed items, 2) reduced cost of serials and monographs. Whenever possible, the exchange of Bureau publications for needed items can be very advantageous to the library.

The importance of periodicals to work in the sciences cannot be overemphasized. Those titles that publish the most pertinent information relating to projects in progress must be made available as promptly as possible, and continuously serviced in a manner to assure maximum benefit from the investment.

Free Material

Acquisition of free material is an important source of valuable current information for the Interior Library collection. Solicited free material may be divided into two classes: monographs and serials. The operational procedure varies with each type.

Monographs are acquired by one of the following means: telephone calls, flexowriter letters, or personal letters. Telephone calls are the most efficient means to obtain a publication if the author or publisher is located in the area or is easily reached by phone. A "Phone Call" file is kept for those publications ordered by phone. When the publication is received, it is so noted in this file. If phone calls are not able to be made, a letter is used.

For federal and state agencies, commercial firms, or large associations, a flexowriter letter is sent, since this type of letter is 1) more expedient than a personal one, and 2) immaterial to the organization that they have not received a hand typed letter. A standard form letter is used for all flexowriter letters. When a group of letters need to be typed, a copy of this master accompanies the list of addresses and publications and is sent to the flexowriter operator. A xerox copy of the addresses and publications is kept in the "Flexowriter Letter" file so that control can be maintained over the orders sent out. This file is divided according to date of order and within each division, alphabetically by author. When a publication is received or declared to be out-of-print, note is made on the xeroxed cards. If notice is received that the publication is a "cost" item, the card is removed from the file and given to the Selections Officer for decision. Once every six months this file is examined to determine those publications which have received no acknowledgement. They are then either reordered or discarded, determined by the discretion of the Selections Officer. Flexowriter letters are also used to procure sets of special items, e.g., monographs from historical cooperating associations, state Indian bureaus, etc. As in the above, one form letter is utilized to be sent to all the addresses.

Personal letters are written to individual authors, small companies or organizations who otherwise might not be receptive to donation of their publication. A copy of each letter is kept in the "Personal Letter" file. The response to each letter is noted in the file. If the item has a cost, it is then referred to the Selections Officer.

When a free monograph arrives, it is directly sent to cataloging. It should be noted that all the above mentioned monographs are addressed specifically to the Selections Office so that other branches will not be confused with the incoming material and strict control is kept at one central receiving point.

Serial publications are ordered via the computerized system and they may be immediately entered into the data base.

The selection tools utilized for the acquisition of solicited free materials are the following: Monthly Checklist of State Publications; GPO Monthly Catalog; Clearinghouse Publication List; and U.S. Government Research and Development Reports Index; LC proof sheets; announcements in periodicals; requests from individuals; unsolicited free material; university announcements listings from associations; societies and museums; the Unesco's Bibliography, Documentation, Terminology. The Monthly Checklist is an extremely valuable tool for monographs and serials. It makes one aware of each state's serial publications and new monographs. The GPO Catalog and Clearinghouse documents are valuable in that they alert the Selections Office to items from various agencies. In this way, one may call or write the initiating agency to request the item for free. LC proof sheets have a limited value as a selection tool because frequently the items are dated; however, at times some new monographs or serials do appear. Periodical announcements are frequent guides to free material. These announcements are found either by the Selections Officer or by a member of the Library staff, who sends the information to Selections.

Unsolicited free material is an invaluable selection tool for serial items. Sent from Processing (because not listed in their records), Selection receives many new serial titles. The Selections Officer has the responsibility of making the decision with regard to obtaining a subscription. If the decision is made to order it, it is classified as either free or purchased and processed accordingly. The university announcements, listings from associations, societies, and museums, and Bibliography, Documemtation, Terminology are also valuable sources to consult.

The searching of solicited free material is done by clerical assistants. Before the ordering of the item, depending on the nature of the material, it is checked in the catalog, serial or periodical records.

Unsolicited free monographs which arrive in the Selections Office are selected as to the mission of the Department. Those rejected are sent to the Library of Congress. Those considered relevant are searched in the catalog and, if not already in the collection, are sent to cataloging.

The policy of the Selections Office in dealing with gift and exchange items is as follows: if a monograph or serial is conceivably available on an exchange basis, this item is sent to Gifts and Exchanges with a recommendation that it should be obtained for the Departmental collection.

A number of items are obtained at no charge through the Library of Congress Surplus Duplicates. The Library also utilizes the United States Book Exchange.

Out of Print Books

The O.P. market consists of private book dealers engaged in acquiring books from various sources and offering them for sale through catalogs.

In the United States approximately 2,000 dealers are group into seven types: (1) general with miscellaneous stock, (2) subject specialists, (3) out-of-print specialists, (4) search specialists, or "book hunters", (5) the remainder trade, (6) textbook and school-book specialists, and (7) dealers combining old and new stock.

These dealers carry materials in every subject field of interest to libraries and are found throughout the country. The market is highly competitive and employs a number of individuals who are experts in the field of books. Their chief sources of supply appear to be auction buying and purchase of private libraries.

Among the services to libraries furnished by these dealers is the searching of scarce and rare books. The most important medium for locating books is through advertising in trade and library journals. Examples of these are the Antiquarian Bookman, TAAB (The American Antiquarian Booksellers), Want List, and Thumin's List.

The most important contact of libraries with the second-hand market is through catalogs. These catalogs, which are distributed to libraries, vary in format and bibliographic content.

Checking catalogs, even in a pattern of random searching, can be a laborious and time-consuming task. In order to reduce the amount of checking, many libraries compile want lists and send them to one of several dealers specializing in searching.

When the librarian establishes the subscription list for periodicals, thought will have to be given to the requirements for the back files. Titles to be purchased should be chosen carefully because they represent a continuous expense.

Files of periodicals in their original form can be purchased from dealers who specialize in supplying them. It is not often that they can be obtained from the publishers. The list of titles needed should not be sent to more than one dealer at a time because frequently when several dealers receive simultaneous queries for certain titles, false competition may increase prices.

PART II

Mrs. Eleanor Waters
Librarian, Exploratory Fishing and Gear Research Station
Brunswick, Georgia

Selections are to me the magic tool of our libraries. I think some of us have had staff members who know only that the library is where they find the American Men of Science for an address or the current road atlas.

If you wait until the staff member comes in with complete reference citation and the request that you obtain the publication, you may be waiting a long time. As many of you know, I was the librarian for the Biological Laboratory in Brunswick that recently closed. I am thankful to say the library stayed intact and now belongs to the Exploratory Fishing and Gear Research Station and the Base at Pascagoula, Mississippi. In Pascagoula, they have someone that works 12 hours a week, so I also serve their staff and some of my most in-depth searching is for them. Among other users of the library are the staff and visiting scientists of the University of Georgia Institute of Marine Science, Sapelo Island; staffs of the Skidaway Institute of Oceanography at Savannah, the local office of the Georgia Game and Fish Commission, and faculty and students of Brunswick Junior College.

In making selections, the first thing I do is to give our staff member a form to fill out. This is one of the ways I keep up with what the staff member is doing. The interests listed at top of form are, or should be, directly related to his program. Under "other interests" are related subjects, but take a lower priority. I have copied some of the actual forms filled out by staff members so that you may have some idea of the varied interests involved. Dr. Klima, Acting Base Director at Pascagoula visited us a few weeks ago. In a few minutes he had added about six "interests" to the list. What if a staff member doesn't fill out a form? I make one out for him - sometimes I feel that I can take it to

his desk, talk over his interests and fill it out that way. Other times I find out what kind of work he is doing just by listening and talking to other staff members. I study the cruise reports, quarterly reports and the weekly news summary from Pascagoula. I also try to know as much about the programs as possible. As Art Priddy in Seattle does - I listen to the men talking at coffee break, I jokingly tell them I wouldn't know what was going on if I didn't go to coffee break!

I circulate the Oceanic Citation Journal and the Current Bibliography for Aquatic Sciences and Fisheries, so that the staff may request papers; not only do they find papers in their own field, but it helps them to know what is going on in related fields.

I scan all the other sources. I am not going into more detail on the many bibliographies and abstracts, because I feel that all the fisheries people know them and they would not apply to other libraries. It is worth every minute of the time I spend checking under the "literature cited" in good papers, searching the many abstracts and bibliographies, writing authors for reprints, getting on mailing lists, and all the other "ways and means" of getting the information. I do not ask staff members if they want me to request a certain paper unless there is some doubt about its usefulness. I obtain the paper, catalog it, and route it to those that I think should see it. After routing it is placed on a table in the library for a period of time before going into the files. If it is for a staff member in Pascagoula, I send a copy or interlibrary loan.

When material comes in, with information on all these various subjects, no matter in what form, it is my job to get this information to the biologist, the gear specialist, and the computer specialist, simply because they need it to do a better job. Some may think I am spoon-feeding, but I don't; the end results are the important thing.

How do we have time for all these things? We don't, and many of us have little or no help, but we must do all we can to get the information to our people sometimes even before they realize they need it.

In requesting author's reprints, industry briefs or separate publications, I use a post card. These cards were obtained through our Regional Office (from GSA) and they are great time-savers. I make a copy of this request and it is kept with my unfiled author cards until material is received. Some people may not agree with me on the importance of reprints, and I realize for some libraries they are not important. (I also classify a xerox copy of a paper from a journal from Interior Library as a reprint). This is our

current information - it may be years, or never, that a book is published on the subject. Results of original research are found in reprints, technical reports that are cited as manuscripts, papers from meetings, to name a few. This kind of material is the life-blood of our library. This is why I have so many interlibrary loan requests to Interior and the Bureau's Foreign Fisheries Branch for Translations. I also call on the libraries in the field and have found the Union List of Serials of the Department of the Interior libraries invaluable.

We receive over 300 serial titles and approximately 90 percent of these are free or exchange. We have 117 institutions on our mailing list, including 60 foreign, in 32 countries. In establishing a formal exchange, I write a letter and enclose a list of our staff's publications. These papers are published in the Bureau's publications, scientific and trade journals. This may be a good place to mention that when a staff member submits his manuscript the "Manuscript Transmittal Form" is attached on which is indicated (in item 6) the number of copies needed for your office - have them include enough to cover the needs of your mailing list, plus enough to cover possible future exchanges and requests. If this isn't done, you may find yourself coming up short. I also try to get on the mailing list of individual author's who publish material in our subject area. These are some "compliment cards" that I have collected.

Concerning selections for purchase: Every staff member feels free to suggest an item for purchase. I do not have a formal library committee, but I maintain a folder in which I keep information on references that I find, publisher's announcements, and items requested by staff for purchase. Priorities are set on these periodically and this is done by biologists, gear specialists or myself, informally around the coffee room table. We have four stacks:

1. Must have
2. Nice to have
3. Important, but expensive items that can wait till the end of the year, when we may have some extra money.
4. Not now program related, but could be important later.

In this way everyone feels, and rightly so, that it is their library. When these purchases come in, you might hear one say "That's the book I thought we should get, isn't it?" Or "I sure am glad Jack suggested we buy this." If it is an item a person needs right away, I make out a requisition for it and it is usually ordered that day. I do not make my own purchase orders. I also scan used-book catalogs. Of course material found in these should be ordered the same day you receive the catalog because most of these are out of print, hard to find items.

The non-user is a challenge we can't afford to ignore, so you continue to route articles in journals to him, reprints, trade magazines with articles to his attention, patents - and then one day when you least expect it, he will come in the door and say, "Do you think you can find me some information on fish pumps?" Your day is made - you have reached the non-user, and because as a librarian, you have used the magic tool of your library - Selections.

I thought it might interest you to know something about the work we are doing. We have our own acronym: RUFAS, which means: Remote Underwater Fishery Assessment System. This is a picture of RUFAS; RUFAS measures 9 x 4 feet. For a brief description of the work of RUFAS I shall read a paragraph from Fishing News International (July 1970): Scallop search: The observations are made from a towed underwater vehicle fitted with television and photographic cameras. The towing speed was one to five knots at an operational depth down to 300 feet. Two operators worked the equipment. The beds were watched on the television monitor. When scallops appeared, the data recorder turned on the motion picture camera. The scallops were shown clearly on the film and the experiment indicated that it was possible to assist the fisherman "by providing information on resource availability in a way never before possible."

These are some prints made from the film:

1. Calico scallops.
2. Scallops; comparing the two pictures shows difference in concentration.
3. The yellow blobs are sulphur sponges; the white a coral.
4. Starfish feeding on baby scallops.

This is one of our reports, cited as manuscript that recently went directly to the commercial fisherman as soon as printed. (Report displayed)

The Cubans know about us too - this is one of their publications [Mar y Pesca, October 1969]. (Publication displayed)

Name Dr. Edward F. Klima

Title Acting Base Director
Pascagoula

Primary interests: Electrofishing

Schooling behavior

Rafts (fish attraction)

Acoustics

Coastal pelagics : herrings, jacks, anchovies, chub

mackerel - Caribbean, Gulf of Mexico, Georgia - south

Resources - assessment surveys - marine animals - theory

or techniques

Other fields of interests:

Light attraction (may also be sent to Wickam)

Name Richard B. Roe

Title Chief - Exploratory Data Center
Pascagoula

Primary interests: Data Processing - Computers and their applications

Population dynamics

Biological mathematics (biometrics)

Crustacea: Decapoda: Nephropsidae (lobsters)

Other fields of interests:

Geology, Zoogeography, Marine Crustacea

UNITED STATES
DEPARTMENT OF THE INTERIOR
FISH AND WILDLIFE SERVICE
BUREAU OF COMMERCIAL FISHERIES

OFFICIAL BUSINESS

POSTAGE AND FEES PAID
U. S. DEPARTMENT OF INTERIOR

Dear Sir:

I would greatly appreciate receiving a reprint of your article _____

_____

from the _____

_____

if you have any copies available.

Thank you.

Yours very truly,

GSA ATLANTA GA 67-3014

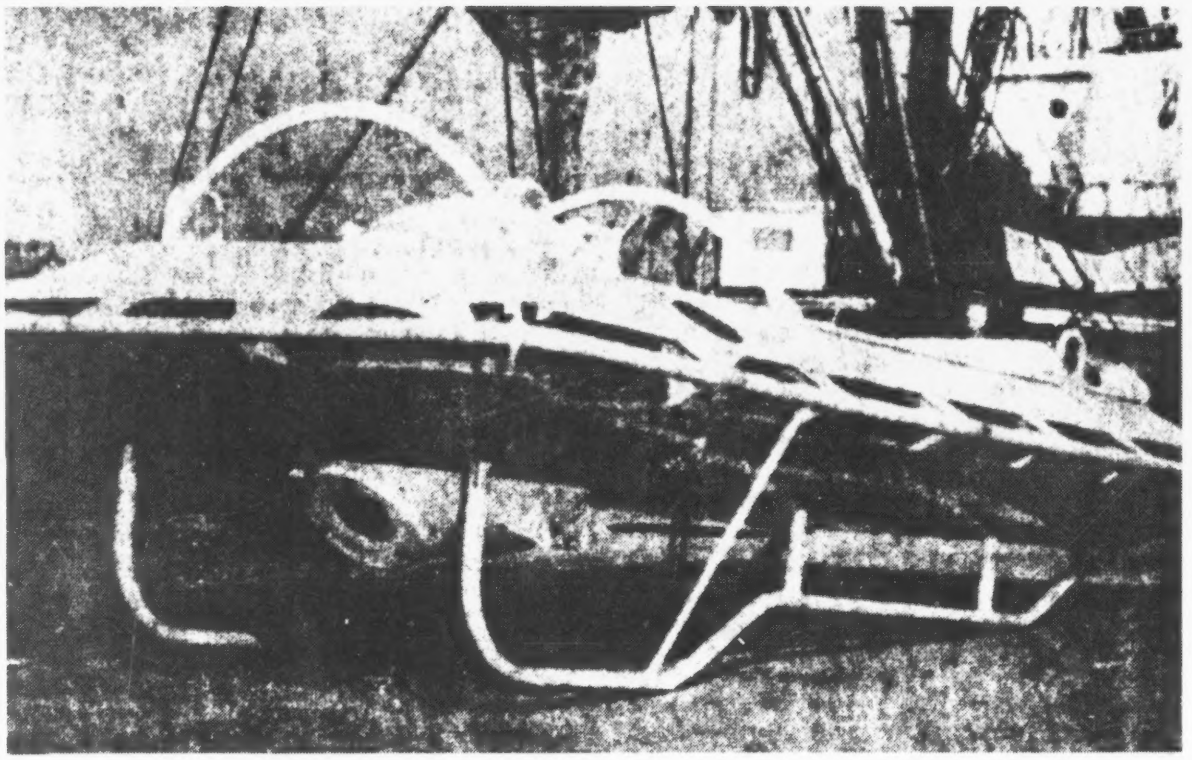
SUMMARY LOG OF SCALLOP LOCATIONS WITH PREDICTED CATCH RATES

REMOTE UNDERWATER FISHERY ASSESSMENT SYSTEM
U. S. DEPARTMENT OF THE INTERIOR
FISH AND WILDLIFE SERVICE
BUREAU OF COMMERCIAL FISHERIES
BRUNSWICK, GEORGIA

CAPE KENNEDY GROUNDS

SUMMER-1970

EL RUFAS HACE SU PRESENTACION



Sistema de submarino operado por control remoto y desarrollado por el Buró Comercial de Pesquerías de los Estados Unidos.

El Rufas, un vehículo para investigaciones submarinas operado por control remoto, ha realizado su presentación en aguas de la bahía de San Luis, Miss., Estados Unidos. El **Rufas** se debe a un esfuerzo combinado del Buró de Pesca Comercial y la compañía General Electric.

Este vehículo realizará observaciones en los ondulados fondos de Cabo Kennedy, delineados recientemente por el Buró de Pesca Comercial.

Su equipo, diseñado para observar las condiciones del fondo oceánico, hace posible a los científicos predecir, eficazmente, locaciones y modelos de ocurrencias onduladas.

Otra aplicación del vehículo, que amplía su utilización al campo pesquero, es su contribución a una rápida y acertada evaluación visual de objetos situados en el fondo del mar, de la topografía del fondo, la fauna y la flora. El **Rufas** es ideal para observar diferentes actividades biológicas de las profundidades marinas.

LOS METODOS PARA LA INCUBACION DE HUEVOS DE QUELONIOS

Recientemente el Centro de Investigaciones Pequeras ha normado los sistemas para llevar a cabo la incubación de los huevos de carey, tortuga, caguama y tinglado con vistas a obtener un mayor número de huevos logrados. He aquí dichas normas de trabajo.

1 [redacted]

Los quelonios hembras se sacrificarán en lugares con sombra y lo más cerca posible del lugar donde vayan a ser enterrados los huevos, cuidando que no se estropee la concha y procurando que no sufran golpes innecesarios.

2 [redacted]

Los huevos con cáscara extraídos cada deben ser colocados cuidadosamente en un cubo o bolsa de plástico y llevados lo más pronto posible al lugar de incubación.

Si se trasladase en vehículos se cuidará que los huevos no choquen entre sí o sufran daños, debido a la posible vibración o saltos del vehículo.

No deben exponerse los huevos al sol para que la cáscara de los mismos no se seque.

3 [redacted]

Los huevos se enterrarán en la arena, sean en tanques de incubación previamente confeccionados o en la playa, haciendo una excavación de 40 cms. de diámetro y una profundidad de 50 cms. La distancia de una excavación

COMMUNICATIONS - A SENSITIVE APPROACH

Frederic E. Murray
Assistant Director
Office of Library Services
Washington, D.C.

Good Afternoon. It is good to see such a happy group of eager communicators here at the Workshop. You know that one of the cardinal rules of sensitive communication is the one that says never "talk down" to people. So here I am sitting up high on this great bar -- talking about communications and breaking a basic rule -- but only in the physical sense I hope. At least we have good eye contact and that is an important rule of physical communications.

Before we get too involved in rules, let me give you an interesting example of an effort at communication -- an effort that produced surprising results. Stewart Udall, former Secretary of the Interior, was also an ordained minister. One morning at a cabinet meeting, President Johnson told him, in a gruff way, "Udall, lead a prayer." Secretary Udall folded his hands, bent his head and began speaking in a soft voice. A moment later Johnson called out sharply: "Udall, speak louder, I can't hear you!" Whereupon Udall replied: "I'm not talking to you!" (laughter)

One of the cliches of communication is that good leadership and good communication are synonymous. Although I have chatted informally with many of you, I do not know much about you as leaders -- and communicators. To help me get a better picture in

this regard we have prepared a little test. The girls are handing them out now. Please leave them face down in front of you since this is a timed test. All set? O.K., remember this is timed -- you have three minutes. Go.

(Test)
ARE YOU A LEADER
Can You Follow Directions

This is a timed test -- You have three minutes only.

1. Read everything carefully before doing anything.
2. Put your name in the upper right hand corner of this paper.
3. Circle the word NAME in sentence two.
4. Draw five small squares in the upper left hand corner.
5. Put an "X" in each square.
6. After the title, write yes yes yes.
7. Put a circle completely around sentence number seven.
8. Put an "X" in the lower left corner of this paper.
9. Draw a triangle around the "X" you just put down.
10. On the back of this paper, multiply 702 by 66, call out the answer.
11. Draw a rectangle around the word corner in sentence four.
12. Loudly call out your first name when you get this far along.
13. If you think you have followed directions carefully to this point, call out "I have."
14. On the reverse side of this paper, add 8950 and 9805, call out answer loudly.
15. Put a circle around your answer, put a square around the circle.
16. In your normal speaking voice, count from ten to one backwards.
17. Punch three small holes in the top of this paper with your pencil.
18. If you are the first person to reach this point, loudly call out, I AM THE FIRST PERSON TO REACH THIS POINT, I AM THE LEADER IN FOLLOWING DIRECTIONS.
19. Underline all even numbers on the left side of your paper.
20. Loudly call out, I am nearly finished, I have followed directions.
21. Now that you have finished reading everything, carefully, do only sentence one and two.

(At the two minute mark, strange noises, laughter, giggles and groans began -- and continued through the final minute.)

That little exercise illustrates what a problem communications can be. It also leads us into a concept which, if not understood, can be a major stumbling block to good communications. This concept is a development of the extensive studies made by behavioral scientists in this field -- thus our phrase -- a sensitive approach.

The concept is that in all communications the listener, or receiver, is the communicator! There can be no successful communications unless the listener or receiver is actively engaged in receiving the whole message.

Question: Doesn't it take two to communicate?

Mr. Murray: Two -- or three, or four, or five, or 105. There can be an indefinite number of contact points in communication. However, the important concept here is the responsibility for communications -- who is the communicator? Most of us have probably unconsciously felt that the communicator, and the prime responsibility for good communications, lies with the speaker or the sender.

Question: But if there is no sender, there is no communication - - so how can you say that the communicator is the receiver?

Mr. Murray: You are right. If there is no sender, there is no communication. However, if there is no receiver you do not have the base condition for communications. That condition is essential before you can start communications. There must be both -- a sender and a receiver. They are equal as prerequisites for communications. They are not communication in themselves -- only conditions.

But, once an attempt is made at communications, we then can begin to examine the roles of sender and receiver. In the short period we have, there is not time to go into the many philosophies of communication. However, we can explore, albeit briefly, some of the things that make it impossible for the sender to truly control communications. How much does he know of his receiver (or receivers)? Does he know of all the cultural, educational and sociological conditions of the listener(s)? Are they tired? Angry? Worried? Tense? Certainly these factors can affect the way his message is received and interpreted. With that in mind, how can the executive in Washington, D. C. have any real control over the impact of the message contained in that long instruction memorandum he sends to 15 field officers?

Voice: He sends a follow-up memo. (Laughter)

Mr. Murray: And probably a team of experts to straighten those field groups out.

O.K. The same problems exist in a face-to-face situation. How much do we really know about our boss or fellow employees? Oh sure, we may know he likes fancy ties (or is he dominated by his wife's taste?)

Voice: Aren't we all! (Laughter)

Mr. Murray: Right! Or how about his other concerns at the time we are trying to send a message? Overdue doctor's bills; the teenager put a dent in the car and his premiums are going up; that dress is perfect for me -- but it's so expensive; gee, I wish he wouldn't stand so close -- or, conversely, so far away; and on and on. Surely, each of us can think of many situations which caused us, as receivers, to block communication. Do we really think the sender was the controlling agent?

It is with this background that I strongly recommend to you the idea that primary responsibility lies in the listener -- you. By active listening and feedback -- by really working at receiving the message -- you, and only you, can assure successful communications.

Have I won any allies? (Murmurs of assent).

Let's try another concept that has been developed by the behavioral scientists. Most of us know that organizational environment, be they business or social, can be broadly divided into two types -- "goal oriented" and "authoritarian".

In the former, there is a set of values which reflect confidence in, and respect for, mankind. Though there is recognition that not all persons have earned respect and confidence, there is the assumption that they are capable of doing so and a presumption that individuals are competent and have integrity until they demonstrate otherwise.

The authoritarian environment includes stress on the "superior-subordinate" relationship that implies "ownership" of subordinates. The "chain-of-command" is the prime basis for both official and unofficial relationships. Staff meetings are generally not geared to mutual problem solving but are rather forums for the superior to issue orders. Feedback is limited.

So what does all this have to do with good (or bad) communications? Simply this, a recent study disclosed that well motivated employees had vastly better communications than poorly motivated employees -- and, that employees in authoritarian environments tended to be poorly motivated, while their counterparts in goal oriented environments were generally highly motivated.

So, if some of us have begun to feel a little uncomfortable because we haven't been working as hard at being good communicators as we might have, perhaps our environment has something to do with it. To explore this, I would like for you to fill out a short evaluation of your boss. Please complete the form that the girls are handing out. And don't worry, your boss will never see it -- only you will know how you rated him. (Nervous laughter)

Motivation Evaluation

In each of the items listed below, check the phrase which comes closest to describing your immediate supervisor.

1. a. Easy to talk to even when under pressure.
   b. You have to pick carefully the time when you talk to him.

2. a. Tries to see the merit in your ideas even if they conflict with his.
   b. Because he's boss, he tends to assume his ideas are the best.

3. a. Tries to help his people understand company objectives.
   b. Lets his people figure out for themselves how company objectives apply to them.

4. a. Tries to give his people all the information they want.
   b. Provides his people with as much information as he thinks they need.

5. a. Consistent, high expectations of subordinates.
   b. His expectations of subordinates can be very changeable from day to day.

6. a. Tries to encourage people to reach out in new directions.
   b. Tries to protect his people from taking big risks.

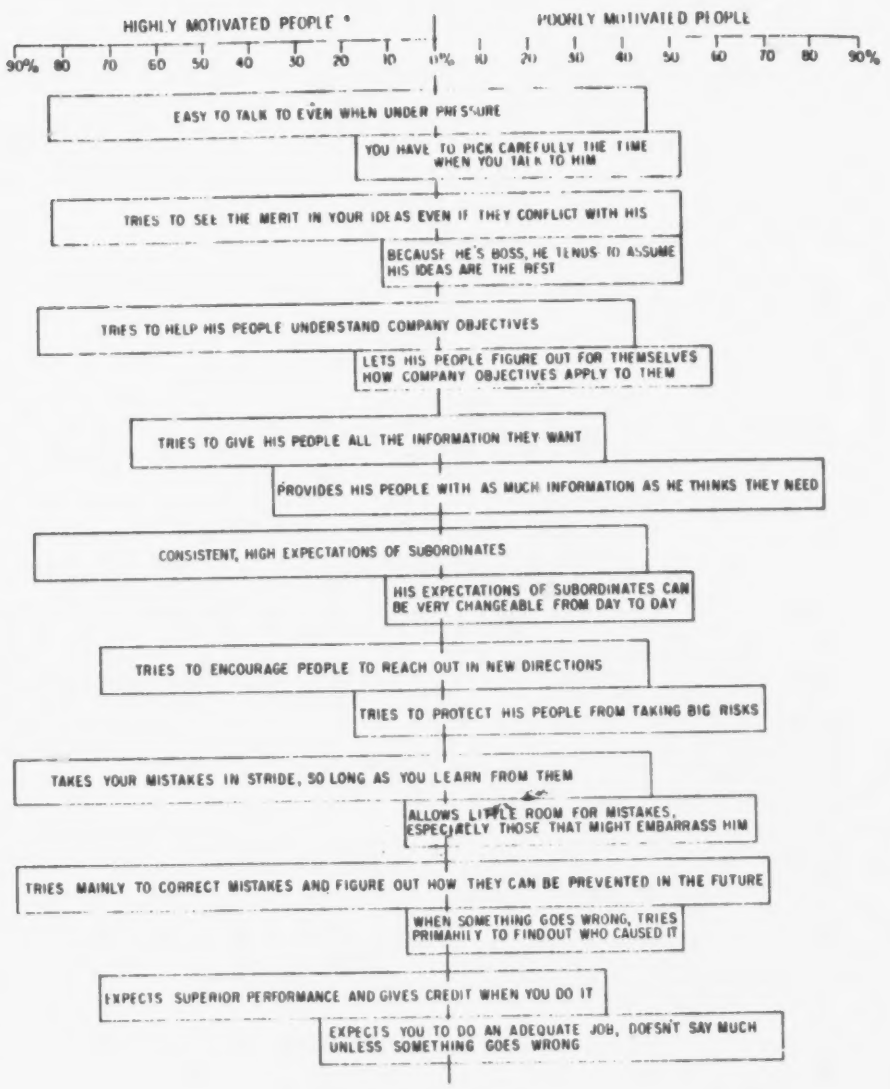
7. a. Takes your mistakes in stride, so long as you learn from them.
   b. Allows little room for mistakes, especially those that might embarrass him.

8. a. Tries mainly to correct mistakes and figure out how they can be prevented in the future.
   b. When something goes wrong, tries primarily to find out who caused it.

9. a. Expects superior performance and gives credit when you do it.
   b. Expects you to do an adequate job, doesn't say much unless something goes wrong.

Everyone finished? Fine. Now, quietly to yourself, count the number of times you circled the letter "a", now count the "b's". If you have circled more "a's", the probability is high that you are in a goal oriented, highly motivated environment where communication is easier. If you circled more "b's", the probability is that your environment is authoritarian -- and poorly motivated.

The girls are handing out a chart by which you can compare the rating you gave your boss with those of a standard developed from ratings given by thousands of employees in several different firms.


HIGHLY MOTIVATED PEOPLE
POORLY MOTIVATED PEOPLE
90% 80 70 60 50 40 30 20 10 0% 10 20 30 40 50 60 70 80 90%
EASY TO TALK TO EVEN WHEN UNDER PRESSURE
YOU HAVE TO PICK CAREFULLY THE TIME WHEN YOU TALK TO HIM
TRIES TO SEE THE MERIT IN YOUR IDEAS EVEN IF THEY CONFLICT WITH HIS
BECAUSE HE'S BOSS, HE TENDS TO ASSUME HIS IDEAS ARE THE BEST
TRIES TO HELP HIS PEOPLE UNDERSTAND COMPANY OBJECTIVES
LETS HIS PEOPLE FIGURE OUT FOR THEMSELVES HOW COMPANY OBJECTIVES APPLY TO THEM
TRIES TO GIVE HIS PEOPLE ALL THE INFORMATION THEY WANT
PROVIDES HIS PEOPLE WITH AS MUCH INFORMATION AS HE THINKS THEY NEED
CONSISTENT, HIGH EXPECTATIONS OF SUBORDINATES
HIS EXPECTATIONS OF SUBORDINATES CAN BE VERY CHANGEABLE FROM DAY TO DAY
TRIES TO ENCOURAGE PEOPLE TO REACH OUT IN NEW DIRECTIONS
TRIES TO PROTECT HIS PEOPLE FROM TAKING BIG RISKS
TAKES YOUR MISTAKES IN STRIDE, SO LONG AS YOU LEARN FROM THEM
ALLOWS LITTLE ROOM FOR MISTAKES, ESPECIALLY THOSE THAT MIGHT EMBARRASS HIM
TRIES MAINLY TO CORRECT MISTAKES AND FIGURE OUT HOW THEY CAN BE PREVENTED IN THE FUTURE
WHEN SOMETHING GOES WRONG, TRIES PRIMARILY TO FIND OUT WHO CAUSED IT
EXPECTS SUPERIOR PERFORMANCE AND GIVES CREDIT WHEN YOU DO IT
EXPECTS YOU TO DO AN ADEQUATE JOB, DOESN'T SAY MUCH UNLESS SOMETHING GOES WRONG

Take it and the rating sheet with you and examine them in the privacy of your own room. Give it some thought and study. Why? Because a peculiar fact came to light in a subsequent effort of this same study, when the employees who rated their bosses were themselves rated by their peers. The fact -- most of the employees who rated their bosses as poorly motivated were themselves found to be poorly motivated by their peers.

So I'll ask a question to which I do not want a verbal or written response. If your rating shows your boss to be poorly motivated and authoritarian -- is it really him? His boss? Or you?

Now that we have tested ourselves, rated our boss (and indirectly ourselves), let's have a go at some fictional characters going through some real life experiences in communication. The Interior Library Workshop Players* will now enact a series of very brief attempts at communications for you. After each, please give your reactions to the kind of communications (good or bad), things implied, emotions, or anything that comes to mind.

(The following scenes were played on a tape recorder. The voices were members of the Natural Resources Library staff and the sessions were unrehearsed.)

Situation No. 1.

He: "Hurry up dear, we're going to be late!"
She: "I'm hurrying, I can't do everything myself."

Reactions: He is irritated; he is simply repeating a time worn phrase; she is tired; she is mad; she wants help; he is impatient; he doesn't hear what she is saying; she does it deliberately; they are bored; no communication; he understands; she understands.

Situation No. 2.

He: "Honey, I'm home!"
She: "Oh, Great." (disappointed.)

Reactions: He expects her to greet him warmly; she couldn't care less; she isn't dressed; he is very late; she is wrapping his birthday present; she is tired; good communications; no communications.

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* Michael English, Beth Fodor, John Lattimer, Lawrence Mason, Suzanne Mayer, Mollie Mac Adams, Marjorie Snodgrass, Garland Standrod, Susan Vita, Charles Young.

Situation No. 3 .

Boss: "Miss Jones, come in a moment, please."
Miss Jones: "Yeh?"
Boss: "You see this sales slip here? You were supposed to put the department number in this box here, right here."
Miss Jones: "That's not what they told us in training."
Boss: "Well, they were wrong. How can accounting know how to credit our sales without a number?"
Miss Jones: "How do I know?"
Boss: "Well, just remember, put the number on, understand?"
Miss Jones: "Sure, sure, yes ma'am."

Reactions: Boss looking for trouble; employee trying; employee reflecting boss; employee not trained; employee sloppy; boss under pressure; no communications; bad communications.

Situation No. 4 .

Bob: "Harry, that's quite a mop you are growing there."
Harry: "Yeh, I guess."
Bob: "Aren't you worried what people will think?"
Harry: "Not too much; it's my hair."

Reactions: Poor communications; friendly; neutral; generation gap; good communications; bad communications; no communications.

Situation No. 5 .

Joan: "Here's the mail, Mr. Smith."
Mr. S: "Did you finish the report I dictated yesterday?"
Joan: "I've been busy all morning with the phone."

Reactions: She's evasive; he is a slave driver; she is not listening; he is not listening; the mail isn't important; he didn't tell her he needed the report right away; poor communications; no communications.

Situation No. 6 .

Stanley: "You sent for me Harry?"
Harry: "Yes, hurrump, ah...Stanley, I...a...sometimes we tend to... ah...well, we sometime find it hard not to a ... talk a long time and, ah...well, I noticed last week, ah...well, we all do it, but humphhh...well, I thought that you'd take care of the matter, I know you, uh...well, you're a man with good judgement. O.K.?"

Stanley: (Bewildered.) "Sure, Boss, anything you say."

Reactions: Stanley didn't understand; Stanley did understand because a problem was involved; Harry was embarrassed; Harry made a mistake and was blaming Stanley; poor communications; no communications.

Situation No. 7.

Tom: "Well, Dan, I think you have a good idea, but I know we can't afford it right now."
Dan: "It isn't expensive, and I have three bids here. Look, the cheapest is only $120. Now you know we need it, Tom."
Tom: "Yes, but I think we can wait a bit more."
Dan: "We've waited a year already, Tom. I'm not doing this for my own good, but the others too, we need it badly."
Tom: "Well, I know we need it but I just can't sign for it now; we're under too much financial pressure."
Dan: "I think you really don't want us to have it. There's no reason why you can't get it now. Well, if that's your decision, that's it!"

Reactions: Tom was unreasonable; Dan was unreasonable; money is a problem; money is not the real reason; they are still friendly; Dan resents Tom; good communications; poor communications; no communications.

Mr. Murray: That was a good exercise. What does it tell us? If you will think back over each of these situations which all of us heard -- then think of all our different reactions and impressions. Each of us was a receiver -- hearing the same words and tones of voices -- yet look at the different reactions. In many cases we received vastly different messages. In other cases the difference was a matter of degree -- but even in degrees we can get a pretty fair size variance in understanding. Again, of course, we see the controlling role played by the receiver.

I wonder if you would do one more thing for me. Would you each take a blank sheet of paper and pen or pencil...

Please carry out my instructions as soon as I am completely done. It is very important to have realistic exercises to emphasize the problems of hearing what people say, and these will help you set up a page for our exercise.

Could you write your last name on the paper, please.

First, write the number one, and after it write the small letter "I" with a dot over it.

Next, write the numbers, the digits, from 10 to 1, backwards.

Next, number three, is to answer this question:

If there are four black pigs and four white pigs in an enclosure, and we removed three of the pigs at random into a new pen or enclosure, how many of the pigs in the new enclosure could say that they are the same color as any other one pig in the new enclosure? (Laughter)

I will repeat the entire problem No. 3. (Repeated problem)

Fourth, please do not do anything that I told you. (Moans, groans and laughter). Some of us did it again didn't we?

Now, let's examine what happened. Many of you were busy writing, but I asked that you listen all the way through first. If you had been listening, you would have done nothing, as directed. Of course, you wrote "yes" when I asked "could you write your last name." Next, a small letter "I" with a dot over it is this: "i". Next, the numbers from 10 to 1 backwards is 1 to 10. Finally, the answer to the pigs problem is "none" since no pigs can talk and I asked, "How many of the pigs could say..."

Now that I've played another dirty trick are you all tuned out? Or are you more concerned than you were with your role as receivers/communicators?

Voice: I'm afraid I read you loud and clear. (Laughter)

Mr. Murray: Would you like to try one more exercise? (Chorus of assent) O.K., let's take about five minutes to complete this short decision making test. Start now.

Decision Making

Story:

Babe Smith has been killed. Police have rounded up six suspects, all of whom are known gangsters. All are known to have been near the scene of the killing at approximate time it occurred. All had substantial motives for wanting Smith killed. However, one of the suspects, Slinky Sam, has positively been cleared of guilt.

After reading the above story, and with it still in front of you as a ready reference, circle <u>one</u> of the <u>three</u> possible answers opposite each of the nine following statements: (Circle T if the question or statement is unquestionably true; if the statement is unquestionably false circle F; if there is a question in your mind about the statement being either true or false circle Q).

1. Slinky Sam was known to have been near the scene of the killing of Babe Smith. T F Q

2. All six of the rounded up gangsters were known to have been near the scene of the murder. T F Q

3. Only Slinky Sam has been cleared of guilt. T F Q

4. All six of the rounded up suspects were near the scene of Smith's killing at the approximate time it took place. T F Q

5. The police do not know who killed Smith. T F Q

6. All six of the suspects are known to have been near the scene of the foul deed. T F Q

7. Smith's murderer did not confess of his own free will. T F Q

8. Slinky Sam was not cleared of guilt. T F Q

9. It is known that the six suspects were in the vicinity of the cold-blooded assassination. T F Q

Everybody finished? O.K., here are the correct answers:

1-T; 2-Q; 3-Q; 4-T; 5-Q; 6-Q; 7-Q; 8-F; 9-Q.

How many got 100%? (Three hands were raised in the two sessions).

Now there were no tricks in that one. But, as receivers, we are tempted to read things into situations that are not there. We sometimes indulge in that human luxury of assuming things as fact -- when, in fact, they are not.

Before we break, I'd like to mention one tool for improved communication that is highly effective but highly controversial -- sensitivity training. Most of you have heard of it, some of you have read about it. Perhaps, some of you have tried it. The whole purpose of sensitivity training is to improve interpersonal communication. It is the epitome of the sensitive approach. If any of you wish to get a preview of sensitivity training, I invite you to look at this game displayed on the table. It is called "An Adult Game - Sensitivity" and if a group of you wish, we can arrange to play it during the off hours of the Workshop. (One group did play the game.)

You are also invited to scan my small but diverse "library" on communications. The titles may surprise you -- but they represent a broad spectrum of fact, fiction and fancy which demonstrate good communication, sensitive communication.

You have been a wonderful audience. Thank you.

Mr. Murray's Communications Library

Crichton, Michael. The Andromeda Strain. New York, Dell Publishing Co., 1970.

Greene, Richard M. The Management Game: How to win with people. Homewood, Illinois, Dow Jones-Irwin, Inc., 1969.

Hall, Edward T. The Silent Language. Greenwich, Connecticut, Fawcett Publications, Inc., 1969.

Hein, Piet. Grooks 2. New York, Doubleday and Co., 1969.

Myers, M. Scott. Every Employee a Manager: more meaningful work through job enrichment. New York, McGraw-Hill Book Company, 1970.

Van Dersal, William R. The Successful Supervisor: In Government and Business. New York, Harper and Row, Publishers, 1968.

ACQUISITIONS

PART I

Mr. Greg Mordin
Acquisitions Branch
Office of Library Services
Washington, D.C.

Dottie Brofft and I are going to speak briefly on certain aspects of the acquisitions process. Hopefully after our brief but informative speeches we shall have a stimulating discussion on such controversial topics as book contract ordering versus direct ordering; contracting with a local jobber; subscription services versus direct ordering; statistics; and any other things you might wish to discuss. Dottie will be speaking to you on acquisitions procedures at a field library, namely her own, and I will be talking to you on some major acquisitions tools, and also providing you with some information on book contracts.

The acquisitions tools you see here are the ones around which I will be centering my talk. The ones chosen are mainly ordering tools rather than selection tools. They are by no means the only ones, but they have proved their worth to us. I hope you all picked up a copy of Acquisitions Tools for Technical and School Libraries, by Gene Malkowski, which contains almost all of the tools that I will discuss. It details all vital information that you may want to know about the items on display and will save you from note taking.

Publishers Directories

Names and Numbers, this companion to Literary Market Place provides an alphabetical index to some 15,000 names from LMP with phone numbers, street address, city, and zip code. Features a cross-reference code linking each name to its category in LMP, for quick and easy reference. Published by Bowker at a cost of $10.00 a year.

American Book Trade Directory, a directory of bookstores in the United States and Canada, arranged geographically by state and city. A special section for Great Britain and Ireland, and a listing of private book clubs, dealers in foreign language books, book trade periodicals and rental library chains is included. Published by Bowker at a cost of $27.50 every two years.

International Subscription Agents, compiled by a joint committee of the Serials and Acquisitions sections of ALA. An alphabetical list of 187 foreign agents, giving address and description of service for each. Published by ALA at a cost of $3.50 a copy.

Books In Print, Volume II, contains an alphabetical listing of publishers and their addresses. Published by Bowker at a cost of $27.50 a year for two volumes.

Manhattan and Washington Telephone Directories, available free from your local telephone company. They can supply you with many addresses and phone numbers of New York and Washington based companies. It is especially good for societies and associations having offices in these cities which are not usually listed in other directories.

Book Directories

Books In Print, Volume I, is arranged alphabetically by author. Title, publisher and prices are listed for each entry. Volume 2 is arranged alphabetically by title. Subject Guide to Books in Print is a companion volume, and together with volumes 1 and 2 form a comprehensive index to Publishers' Trade List Annual. Published by Bowker at a cost of $27.50 per year.

Cumulative Book Index, a monthly service basis since 1898, with cumulations at invervals, semiannually, and in permanent cumulations. Comprehensive source of current information, including price, about titles in English language, exclusive of Government publications. Covers all books produced by publishers in the U.S., regardless of the language in which they are written. Each volume includes a list of publishers with addresses. Dictionary arrangement. Gives LC card number. Published by Wilson.

Publishers Trade List Annual, a collection of publishers' catalogs, arranged alphabetically by publishers' names, and bound up in several large volumes per year. An alphabetical list of the publisher included given in the first volume. Published by Bowker at a cost of $19.25 per year.

Periodical and Serial Directories

Ulrich's International Periodicals Directory, entries usually include, as pertinent: title, sub-title; former name; whether a sponsoring organization; languages of text; year first published; frequency of issue; annual subscription price in

country of origin; name of editor; name and full address of publisher; whether it carries abstracts, reviews, bibliographies, advertising; format; whether indexed or abstracted. Published by Bowker at $34.50 every two years.

Standard Periodical Directory, alphabetical subject arrangement with author index and subject guide. Information given includes name and address of publisher, editorial content and scope, year founded, frequency, subscription rate, total circulation, advertising rate. Published by Oxbridge at $25.00 a year.

Irregular Serials and Annuals, a classified guide to current foreign and domestic serials excepting periodicals issued more frequently than once a year. Can be used as a companion to periodical directories. Published by Bowker at $27.50, second edition due late 1970.

Newspaper Directories

Ayer's Directory of Newspapers and Periodicals, a selected guide to publications printed in the U. S. and its territories, Canada, Bermuda, the Republics of Panama and the Philippines. Including descriptions of the states, provinces, cities and towns in which publications are published. Detailed information about each newspaper and periodical includes its name, frequency, character or politics, date, size, price, circulation, name of editor, publisher. Published by Ayer at a cost of $32.50 per year.

Government Publications Directories

Monthly Catalog of United States Government Publications, a current bibliography of publications issued by all branches of the government. Each issue contains a list of the documents published during the month arranged by the department and bureau, with indication of its full title, date, paging, price, LC card number. An annual index is in each volume and a monthly index in each issue. Published by GPO at a cost of $2.00 a year.

Guide to U.S. Government Serials and Periodicals, provides up-to-date listing with full bibliographical information of current Government serials, including press releases and non-GPO publications. Uses same symbols of availability as Monthly Catalog. Arranged alphabetically by branch, department, or agency. Gives Superintendent of Documents classification number, price, frequency, and useful description. Published by Documents Index at a cost of $60.00 a year.

The Library at this time has only one contract on books. The contract is with Key Book Service. The contract covers all publishers in PTLA excluding legal and medical items and exclusive of mass market paperbacks and non-profit material of societies, associations, and institutions. The discount is 17% and another 3% is deducted from the total price if paid within 30 days.

The Library is also using an AEC contract with Richard Abel Co. They will supply all items of the publishers that Key will supply. The discount is computed by the amount they receive from the publisher, which then becomes your discount plus a $1.70 service charge per volume. This particular contract works well with books over $20.00 in price, the average discount with service charge included has been averaging 22%. To know more about this contract you should contact either Mr. Murray or Miss Mayer.

The GSA Federal Supply Schedule: Group 76. Each schedule contains the names of the contractors, their addresses, delivery or shipment time, price, and other essential ordering information. Part I contains books, dictionaries and pamphlets, maps, atlases, charts, and globes. Part II contains law books and tax and other regulatory reporting periodicals. Part III contains books on general works.

Discussion:

How many people use the Department contract on books:
About a third (20).

What do you think about their service?
Most agreed that there was a delay in shipping until they had accumulated a large quantity of books for mailing.

How do the rest of you obtain your material?
Most said they obtained it through local bookstores or local jobbers.

A suggestion for some of you in the same area would be to get together and investigate jobbers in your areas to determine who would give you the best deal and try to work out a contract with them.

What would you want to have included in the next Department contract?
Non-PTLA publishers included at a service charge. Perhaps the charge could work by the price of the book. Better service.

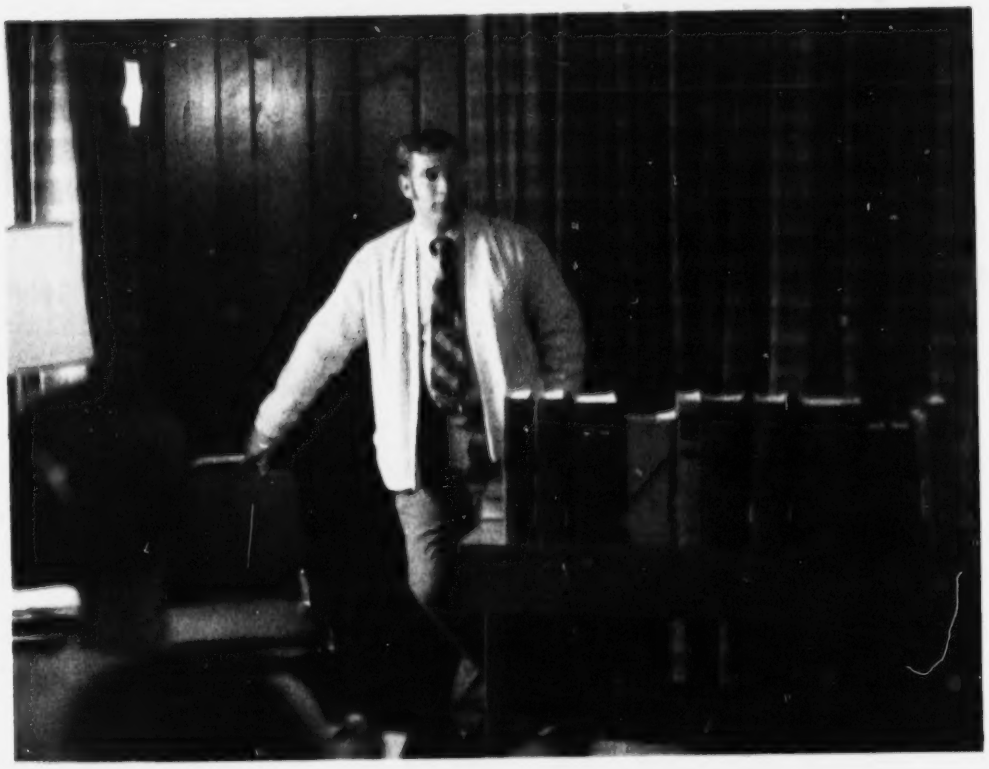
How do you obtain your foreign books?
Through jobbers mostly.

A suggestion would be to try Peter Eaton Ltd., in London. The Library has been using this company with great satisfaction during this past year.

What happens to your old volumes of acquisitions tools?
Most are discarded unless a request is made for them.

Suggestion would be to establish a section in the newsletter to deal with surplus items.

Something which I failed to mention in the beginning was the establishment of a section by the Division of Printing and Publications of a distribution office for Interior GPO publications.



Mr. Greg Mordin

PART II

ACQUISITION PROCEDURES FOR LIBRARY MATERIAL

Mrs. Dottie Brofft
Librarian, Ohio Basin Region
Federal Water Quality Administration
Cincinnati, Ohio

A few weeks ago when I learned that I was to participate in the sessions on "Acquisitions" with Greg, I called him to get some information on what we would do. He agreed to bring to the workshop, for display, copies of the major tools used in acquisitioning, and to discuss with you how to use these sources for book selection and verifying titles, and getting complete order information needed. He has also provided lists of these tools which you should have or know about.

I agreed to describe our procedures in ordering books and subscriptions, and hope that some of you may benefit by this, as I hope to benefit also by learning of procedures you use. You will do well to reread the sections on acquisitions and binding and serials, in the proceedings of the last two Departmental Library workshops covered by Miss Anglemyer and Debbie Andersen, also by Mrs. Swim, Fred Murray, Mrs. Yoder, and others.

You should also be familiar with the following publications, and I would hope that you have copies of them in your libraries:

1. One is "The Procurement of Library Materials in the Federal Government," prepared by Leslie K. Falk for the Federal Library Committee.

2. The second is "Guide to Laws and Regulations on Federal Libraries," by William Strauss and the Federal Library Committee. Published by Bowker Co., New York, 1968. Cost $24.95

3. A third is "Acquisition and Weeding Policy," revised, compiled by Mary Anglemyer, U.S.D.I. Library, Washington, D. C., April 1968.

4. The article entitled "How the Birds (Pigeons) and Bees and Butterflies Do It," by Erik Bromberg, published in Special Libraries, April 1970.

Acquisition of necessary library materials and equipment means that libraries must know "the art of getting what is needed, when

it is needed, where it is needed, to the best economic advantage of the (library) and the Government, within the legal and administrative requirements.

Purchases and contracts for supplies or services must be advertised except that in the following instances contracts may be negotiated:

1. when the amount in any one case does not exceed $2,500;

2. when public exigencies require immediate delivery or performance;

3. when there is only one source of supply and the purchasing or contracting officer so certifies; and

4. when the contract is for personal services of a technical and professional nature and paid for on a time basis.

Fortunately, I can rely on our procurement officer to make sure we are complying with these regulations for our orders are placed by him.

The following instructions for ordering books and technical information publications, and subscriptions to periodicals, were distributed to the staff members responsible for submitting such requests to the library:

All Administrative Officers, ORR April 18, 1967

Librarian, F. W. P. C. A., Ohio Basin Regions

Instructions for Ordering Books
and technical information publications,
and Subscriptions to Periodicals.

All requisitions for purchase of books and technical information publications, and subscriptions to periodicals shall be submitted to the Librarian, F.W.P.C.A., Ohio Basin Region, in duplicate, and shall contain the following information set forth in the order as given below:

A. Books, or other technical information publications.
   1. Author - last name, first name (or two initials).
   2. Title - as given in the book selection tool you are using.
   3. Place - location of publisher or place of publication (unnecessary except for little-known publishers).
   4. Publisher - name as given in book selection tool (can be abbreviated if well-known publisher).
   5. Year - Copyright date as given in book selection tool.
   6. Volumes - use only when there are two (2) or more volumes in a set.
   7. Series - use only when definitive, e.g., Advances in Chemistry series. If document has an identifying number, show this. If a government publication, show GPO catalog number, if known.
   8. Recommended by - indicate the source of your selection. Attach any ads or descriptive literature. If verbal recommendation only and no verification available, please state.
   9. Quantity - indicate the number of copies, or sets, desired.
   10. Unit - use appropriate term such as copy, book, or set.
   11. Unit price - price listed in book selection source.
   12. Total price - sum price of copies ordered.
   13. Dealer - If book selection source indicates publication is available from a special source, indicate from whom it is available.

B. Subscriptions to periodicals.

   1. Indicate "NEW SUBSCRIPTION" or "RENEWAL SUBSCRIPTION"
   2. Title of periodical (do not abbreviate).
   3. Dates subscription is to cover, e.g. Jan. 1967 thru Dec. 1967, or Jan. 1967 thru Dec. 1969.
      NOTE: If there would be a saving by ordering a 3-yr. subscription rather than a 1-year, please order 3-yr.

4. Publisher - name and address of publisher of periodical. If subscription should be ordered from a different address than that of publisher, please state.
5. Quantity - indicate number of copies
6. Unit - indicate 1-yr., 2-yrs., or 3-yrs.
7. Price - as given in latest information available from publisher of periodical.
8. If periodical is new, i.e., a recently begun publication, please indicate source of your selection, or attach copy of ad. (Library will return your attachment if so indicated)

PLEASE SUBMIT ONLY ONE BOOK OR ONE PERIODICAL TITLE PER REQUISITION, unless all are available from the same publisher or dealer.

Please allow at least eight (8) weeks or longer to obtain books purchased. If there is an immediate need for a particular book, please call the Librarian, and every effort will be made to obtain the book as expeditiously as possible.

You are reminded that no requisitions should be submitted after the end of the FY cut-off date set by the Supply Officer which is usually about June 1st.

Dottie F. Brofft

Procurement request must be initiated on Requisition Form FWPCA 99 (Rev.6-69). The individual programs and the librarian initiate the requests; all requests for purchase of library books must be submitted through the librarian.

The items requested on program requisitions are checked for in the card catalog and the "On Order" file to determine whether the library already owns sufficient copies, or has already ordered the title. If no record is found there, then information as to correct title, author, etc., is verified by checking the CBI, BIP, ads or publisher's catalogs, or sometimes calling the publisher to verify the availability and cost. We are always happy when we can find the item in CBI, for it gives all the information, including the LC card order number.

After the items have been verified, and it has been determined that they should be ordered, the librarian notes on the requisition her approval for purchase. Next, an order card is prepared for each title ordered. We use the Demco order record card. Author, title, edition, imprint (place, publisher and date) cost, number of copies ordered, vendor, name of person initiating request and requisition number, and LC card order number when known are typed on the card. When the order cards have been completed, the requisition is forwarded to the Procurement Office to initiate the purchase order.

Library of Congress catalog cards are ordered at this time, and a pencil check above the LC order number on the order card indicates this has been done. We also make pencil note on order card the date requisition was forwarded to Procurement.

The order cards are then filed in front of the "On Order" drawer awaiting receipt of copies of purchase order. When purchase order is received, the P.O. number and date are added to the order card, and it is filed with the "On Order" cards which are arranged alphabetically by author. The purchase order is filed by P.O. number in a pending file awaiting receipt of items ordered.

When the item ordered is received, the order card and the purchase order are pulled and date of receipt of item is noted on both, being careful to first check that correct item has been received and in acceptable condition, and that correct purchase order is being credited. Usually the packing slip or mailing label or both show the purchase order number under which items have been shipped.

If order is complete, the librarian signs on the back of the Purchase Order her name, title and date, and forwards the paying copy of the purchase order to the Budget and Fiscal Office through the Procurement Office so they can clear their records, and then it is forwarded to

the headquarters budget and fiscal office in Washington for payment. As of July 1, 1970, all invoices are mailed directly to the Washington budget and fiscal office, so now we don't have to spend time matching invoices with purchase orders or writing for invoices that have not been received. The file copy of the purchase order is filed in completed orders by P.O. number within the fiscal year.

The book is stamped with library ownership stamp, accessioned, cataloged and prepared for circulation. The accession number and call number are added to the order card, and after count is made for the monthly statistics work report as to number of books received and cataloged, the order card is filed in the completed order file.

For subscriptions, a different type of record card is kept. We use a plain 3 x 5 card and type in the upper right hand corner the name of the requestor and branch library for whom ordered. On 4th line from top of card, we type the title of the periodical; on next line the publisher and place of publication. Below that on next line, we type the name of vendor, date of purchase order, number of purchase order, period of subscription (1 yr.) and dates covered, cost, and requisition number.

An original and two copies of order card are made, if it is a new title, one to be filed back of expiration date of subscription, and one is filed in a pending file for inclusion in the Union List of Serials. The original order card is filed alphabetically by title in the active subscription order file.

Request for purchase of subscription is initiated on the same requisition form as used for books. When the paying copy of the purchase order is received in the library, it is signed immediately by the librarian and forwarded for payment to the budget and fiscal office.

A kardex check-in card is prepared and held pending receipt of first issue of periodical. Then it is inserted in the check-in file for noting receipt of future issues. (It is in this area that we have problems -- non-receipt of some issues, and if it is not caught within thirty days, the vendor is not obligated to provide the missing issue, or it may not be available by then.)

For purchasing from the U.S. Government Printing Office, we use a blanket purchase order, and also have a supply of their 5¢ coupons for items we especially want quickly.

To obtain PB reports, certain AD reports and other reports available from CFSTI (Clearinghouse for Federal, Scientific and Technical Information) we purchased coupons from the Clearinghouse, which come in books of ten, for $30, ($3 each for hard copy documents) and books of fifty for $32.50 for microfilm copy (65¢ per document).

For ordering U.S. patents from the Patent Office, we purchased a book of fifty coupons for $25.00. If a foreign patent is needed, we either order a photocopy from the U.S. Patent Office, or call Mr. Benjamin H. Bochenek in the Solicitor's office and ask him to get it for us. His telephone number is (202) 343-4471, and he has been very cooperative. We have a blanket purchase order with the Library of Congress for their printed cards and publications, and we have a blanket purchase order with Linda Hall Library and Ohio State University for ordering photocopies of journal articles.

We have established user services with DDC and AEC whereby we get AD reports and AEC reports free. We have a blanket purchase order with AEC authorizing them to have NCR reproduce copies of AEC reports for which distribution copies are not available.

We get as much material as we can free. Government documents, federal, state and local are usually free from issuing office. We always put on our requests for free material, "If there is a charge, please quote cost before sending," to protect ourselves from having a bill that we may not be able to afford.

We order most of our books from Key Book Service on U.S.D.I.'s contract, Sci-Tech Book Service or Stechert for foreign books, and sometimes we order directly from the publisher, when we want the item in a hurry.

We have a few problems, such as receiving books in damaged condition and having to request permission to return them, or finding that some pages are missing and having to write for replacement copies, incomplete orders, and the like, but comparatively few problems. Usually, we get very good service on our orders - within 4 or 6 weeks of ordering.

Someone defined a good library as one which has all the books he needs, and a good librarian as one who gets him the books he needs which are not in the library. How do we rate?

PANEL DISCUSSION

PROCUREMENT

Miss Suzanne Mayer, Chairman
Chief, Accessions Services Division
Office of Library Services
Washington, D. C.

Mr. Alfred M. Powell, Contract Specialist
Division of Property Management
Bureau of Commercial Fisheries
Washington, D. C.

Mrs. Pearl A. Shapert
Chief, Branch of Procurement and Property
Bureau of Mines
Pittsburgh, Pennsylvania

Miss Irene L. Kane
Field Liaison Representative of the Procurement Branch
Federal Water Quality Administration
Washington, D. C.

Mr. Leland H. Barrineau
Chief, Office of Procurement and Property Standards
Bureau of Sport Fisheries and Wildlife
Washington, D. C.

Mr. Charles H. Young
Property Management Officer
Office of Management Operations
Washington, D. C.

Suzanne Mayer: This hour is to be devoted to an informal question and answer session on procurement. The panelists are not here to lecture to you or give a formal presentation. The panelists are here to answer, or try to answer, your questions. If you have a procurement problem, or do not understand the rules or regulations of your Bureau, the Department or general Federal requirements, now is the time to find out.

Some of you do not have anyone on the panel representing your Bureau or Office. Do not let that discourage you from asking questions. The panelists here this afternoon bring with them wide and varied experience throughout Interior and the Federal government. If your question can not be answered by the panel, we will see to it, after the workshop, that your question is brought to the attention of someone who can help you.

This session is now turned over to your questions.

The following is a representative sample of some of the questions asked and answers given.

Question: Is it possible to place orders for periodicals on a 'til forbid basis?

Answer: Yes. In November 1968 the Deputy Assistant Secretary for Administration issued a memorandum outlining the procedures for procurement of subscriptions to periodicals on a 'til forbid basis (see appendix).

Question: How can we procure Canadian Government Documents efficiently when we cannot establish a deposit account with a Foreign Government?

Answer: Procurement of Canadian Government Publications presents a problem in that payment is required in advance or the ordering office must have an account with the Queen's Printer for Canada. Federal Government regulations do not allow advance payment for foreign books nor the establishment of deposit accounts with non-Federal agencies. In order to facilitate procurement of Canadian Government documents an account can be established that does not involve an advance deposit of funds. The procedure is within Federal procurement regulations, and is accomplished in the following manner:

1. A letter must be written to:

   Queen's Printer
   Department of Public Printing and Stationery

2. The letter should request an application for the establishment of an account.

3. An application form will be sent to you by the Queen's Printer. It must be filled out and returned as instructed.

4. The Queen's Printer will then send you an acknowledgment of application which lists the account number assigned to you.

5. The account number must be cited on all orders you place with the Queen's Printer.

6. Invoice/Statements are due and payable as rendered.

Procedures for Procurement of Subscriptions

A. <u>New Subscriptions</u>

1. Using office selects periodicals which are needed for performance of mission.

2. Fund availability is confirmed.

3. Request document is prepared by using office (requisitions, memoranda, purchase orders, etc.).

a. When it is <u>known</u> that a subscription will only be required for a short period (less than three years) a single year subscription should be entered in the usual manner.

b. When the periodical will be needed for a long term or indefinite period, one of the following procurement actions should be initiated.

1) If a multi-year reduced subscription rate is offered (2,3,5 years, etc.) and the reduction represents a clear savings over expected renewal processing costs, a multi-year subscription should be entered in the usual manner for the maximum projected period of need (2,3,5 years).

2) If no multi-year reduced rates are offered, or, if the savings from such are not greater than expected renewal processing costs, a continuing subscription shall be entered (except for those items covered by GSA Federal Supply Schedules). The Purchase Order for the subscription will be sent in triplicate to the publisher of the periodical. The Purchase Order will be prepared in the usual manner but the following phrase will appear in a prominent location on the face of the Purchase Order.

This Purchase Order/Subscription shall be continued on a year-to-year basis subject to availability of funds and program requirements. An invoice and/or notice of renewal shall be submitted to the office shown in the consignee and destination block at least 90 days prior to expiration of this subscription. If addressee desires to continue service on this subscription, your invoice will be forwarded to the applicable accounting or finance office for payment. If service is to be terminated at the end of subscription period, your invoice or notice will be so noted and returned to you promptly. Failure to receive payment of invoice prior to the effective subscription renewal date will be construed as a termination of the subscription.

The completed Purchase Order will be mailed to the publisher with the following form letter.

NOTICE TO PUBLISHER

The enclosed purchase order provides for automatic annual renewal of the subject subscription(s) or continuation(s) effective January 1, 19__.

If, for any reason, you are unable to accept this provision, please immediately notify us in writing. Return one copy of the Purchase Order with the written notification. In such cases, this NOTICE should be interpreted as authorization for a single year order at the regular, single year price.

B. Renewals of Subscriptions

1. There are four categories of subscriptions for which separate kinds of renewal actions are necessary:

a. Multi-year Subscriptions: These are subscriptions for which a determination as described in A.3.b.1 has been made. Renewal files should be established based on the multi-year periods involved. These files, whether fully automated, semi-automated, or manual, should provide for a simple call-up function so that subscriptions may be reviewed for continued need, multi-year savings evaluated and timely renewal action taken. Renewals will be handled in the usual manner.

b. Annual Subscriptions: These are subscriptions described in A.3.a., or those described in A.3.b.2. but, for which the publisher refuses to accept a continuing subscription. Such subscriptions should be maintained in an annual renewal file and should be reviewed as to continued need before initiating renewal action in the usual manner.

c. Continuing Subscriptions: These are subscriptions described in A.3.b.2. but, which have been accepted by the publisher on a continuing basis. A list should be maintained either by periodical title or by publisher of all continuing subscriptions. This list should be used to check that the annual invoice is timely received from the publisher to insure uninterrupted receipt of the periodicals. Upon receipt of the invoice, it should be approved for payment and forwarded through channels to the appropriate finance office. 1/ Provisions should be made for periodic reviews of continuing subscriptions. These reviews should generally be done on a subject matter basis from a program or mission oriented point of view. Each continuing subscription should be subject to such review at least once every five years.

d. One-time Conversion of Annual or Multi-year Subscription to Continuing Subscriptions: These are existing subscriptions which when due for renewal, are determined to be appropriate for continuing subscription service. The same procedures described in A.3.b.2. will be followed except that the Purchase Order will be identified as a renewal rather than a new subscription.

1/ One of two general systems may be used to provide procurement and fiscal control and identification. A block of purchase order numbers can be set aside each fiscal year to be assigned to invoices received for continuing subscriptions; or, the original order number that established the continuing subscription may be retained and a two digit number added to identify the fiscal year covered by the invoice. In the latter case, the FY designation should be added by the office which approves payment of the invoice.

CANADIAN GOVERNMENT
PUBLICATIONS
DU GOUVERNEMENT CANADIEN

APPENDIX "B"

The Queen's Printer/L'Imprimeur de la Reine
Ottawa, Canada

Dear Sir/Madam:

Attached to this form letter for your consideration is an "Application for Credit".

Upon reflection, no doubt you will see the benefits of such an account since publications of interest to you can be ordered without the necessity of asking for prices or issuing prepayment remittances. As soon as you have been advised that your account has been opened, you simply quote the number alloted and order what you need.

Invoice statements will be issued on a regular basis, with copies of your orders to substantiate the charges.

This credit is extended on the understanding that invoice statements are due and payable as and when rendered. Some clients have difficulty in meeting this requirement because of the need to obtain approval for payment at scheduled meetings of the executive board. If this is the case, kindly advise us when making your application.

To avoid costly computer input errors, we would ask that the information requested on the application form be printed or typed.

Yours sincerely,

M. E. Slater,
Chief, Mail Order and Distribution Services

Monsieur/Madame.

Vous trouverez, ci-attachée, une formule de demande de crédit que vous êtes invité à remplir à titre de client régulier.

Vous trouverez commode d'avoir un compte ouvert chez l'Imprimeur de la Reine, pour l'achat de documents officiels qui vous seront utiles dans vos activités professionnelles ou la conduite de vos affaires.

Profitez de votre crédit pour commander facilement, et obtenir rapidement, les publications qui vous intéressent et dont vous ne connaissez pas le prix, ou dont nous ne pouvons pas fixer d'avance le prix ou le taux d'escompte. Ainsi seront éliminées les demandes de payement additionnel et les remises de sommes payées en trop.

Aussitôt le crédit approuvé, vous serez avisé qu'un numéro de compte vous est réservé, auquel nous chargerons vos commandes *qui devront toujours indiquer ce numéro.* Par la suite, vous recevrez régulièrement des états de compte avec copies de vos commandes à l'appui des montants débités. Ces états de compte devront être payés tels que facturés et dans le délai fixé. Les exceptions à cette procédure, si nécessitées par votre politique d'achat, devront nous être soumises dès l'envoi de votre demande de crédit.

Veuillez remplir la formule au clavigraphe ou en lettres moulées pour faciliter l'enregistrement automatique des renseignements reçus.

Votre tout dévoué,

Chef des Services des commandes postales
et de la distribution

M. E. Slater

TO: QUEEN'S PRINTER,
DEPARTMENT OF
PUBLIC PRINTING
AND STATIONERY,
OTTAWA, CANADA.

APPLICATION FOR CREDIT

I hereby apply to open an account for purchases of Canadian Government and/or International Organizations publications on the understanding that invoice statements are due and payable as and when rendered.

The following account to be classified as:

☒ corporate

☐ personal

NAME .....

COMPANY NAME U.S. Department of the Interior

ADDRESS Office of Library Services

PROVINCE Washington STATE D.C. CODE 20240

Send invoice-statements to above address as follows:

Department of the Interior
Office of the Secretary
Department Library, Room 2258
Washington, D. C. 20240

À: L'IMPRIMEUR DE LA REINE,
DÉPARTEMENT DES IMPRESSIONS
ET DE LA PAPETERIE PUBLIQUES,
OTTAWA, CANADA.

DEMANDE DE CRÉDIT

Par la présente, je demande à l'Imprimeur de la Reine de m'ouvrir un compte pour l'achat de publications du gouvernement fédéral et d'organismes internationaux. Il est entendu que les factures sont payables dès leur réception.

Compte destiné à:

☐ un corps constitué

☐ un particulier

NOM .....

NOM DE LA COMPAGNIE .....

ADRESSE .....

PROVINCE ..... ÉTAT ..... CODE .....

Prière de faire parvenir l'état de compte à l'adresse ci-haut ou comme suit:

.....

.....

.....

Signature .....

1-14-59

CANADIAN GOVERNMENT
PUBLICATIONS
DU GOUVERNEMENT CANADIEN

Is the following address correct?
L'adresse ci-dessus est-elle correcte?

Queen's Printer for Canada/Imprimeur de la Reine pour le Canada
Ottawa, Canada

U S DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY
DEPARTMENT LIBRARY ROOM 2258
WASHINGTON D C 20240
U S A

DATE.....MARCH..25,..1970.....

ACKNOWLEDGMENT OF APPLICATION

AUTORISATION D'OUVERTURE DE COMPTE

Account Number—
Numéro de compte—

Your application for the establisment of an account is accepted. You have been assigned the above Direct Account Number.

Votre demande d'ouvrir un compte à votre nom a été acceptée et ce compte portera le numéro susmentionné.

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

This being a REVOLVING ACCOUNT, all payments received are considered as settlement of the oldest amount payable.

Payments are NOT applied against specific charges – they are merely recorded as credits to your account.

Convenient Order Forms are available upon request.

Your completed order form (or facsimile) is returned to you *AS AN INVOICE*, together with an updated statement of your account. THERE IS NO OTHER INVOICE.

Any disagreement between your records and the statement MUST BE REPORTED IMMEDIATELY, AND BROUGHT TO OUR ATTENTION.

Your D/A Account Number MUST APPEAR ON ALL ORDERS, PAYMENT VOUCHERS, CORRESPONDENCE, AND COMMUNICATIONS.

Companies, Universities, etc, maintaining more than one account with us, ARE REQUIRED TO ISSUE SEPARATE PAYMENT CHEQUES FOR EACH ACCOUNT NUMBER.

The continuation of this special service to selected customers is entirely dependent on prompt settlements of accounts as rendered.

VEUILLEZ LIRE AVEC SOIN LES INSTRUCTIONS QUI SUIVENT

1. Étant donné qu'il s'agit d'un compte de roulement, tous les versements effectués s'appliquent aux dettes passives les plus anciennes.
2. Les versements effectués ne s'appliquent à aucun article de compte déterminé: ils sont simplement inscrits au crédit de votre compte.
3. Des formules de commande sont disponibles sur demande.
4. Nous vous retournons votre bulletin de commande (ou une copie fac-similaire de ce bulletin) à titre de facture, ainsi qu'un relevé à jour de votre compte. *Vous ne recevrez aucune autre facture.*
5. Si le relevé de compte ne correspond pas à vos propres dossiers, *vous devez nous en faire part immédiatement.*
6. Le numéro de votre compte doit être inscrit *sur tous les bulletins de commande, pièces justificatives des paiements effectués, lettres et communications.*
7. Les sociétés, les universités, etc., qui ont plusieurs comptes, doivent émettre *chacun de leurs chèques au crédit d'un seul numéro de compte.*
8. Mais on ne peut maintenir le service susmentionné auprès des clients assidus, qu'au prix de l'acquittement des factures effectué dans le plus bref délai possible.

FINANCIAL SERVICES,
SERVICES FINANCIERS.

Form 4-14-39 (rev.)

TRANSLATIONS

Carl Messick
Office of Library Services
Washington, D. C.

My name is Carl Messick, and I am in the Selections Branch of the Office of Library Services. I am responsible for some of the translations activities of the Office of Library Services, so I have been asked to talk with you this year about translations. Before I do, I want to extend to you a personal welcome to Virginia. I was born in Virginia, and I have spent most of my life here. I first visited Shenandoah National Park and the Skyline Drive when I was a small boy, and I have been here many times since. Virginians are a friendly, hard-working people, and I think you will enjoy your stay here. So, welcome to Virginia.

Up here in Shenandoah National Park the subject of translations seems very remote and unimportant. Yet, in a few days we will leave here and return to our work, where many of us are continually confronted with questions and problems concerning translations. What to do about translating copyrighted material, where to have foreign language literature translated, and how to disseminate translations are just a few of the problems we have to deal with. Translations are a very valuable and special type of information, and as librarians we have to learn how to handle translations and find solutions to the problems we have concerning them.

I think there are two fundamental reasons for the problems that we in the Department of the Interior have with translations. One reason is a lack of communication concerning these problems between the Office of Library Services and the field libraries. There is at present very little discussion of problems or exchange of ideas and experience on translations. Each library handles translations in its own way, and no one is aware of what other libraries are doing. One of the main purposes of this Workshop is to provide a forum for discussing mutual problems and exchanging ideas and experience, so perhaps we can make progress in this area. I also think it is very important that we keep in touch throughout the year, so please write or call me if you have any questions or problems about translations. My telephone number at the library is 202-343-4256. If I can't help you, I will find someone who can.

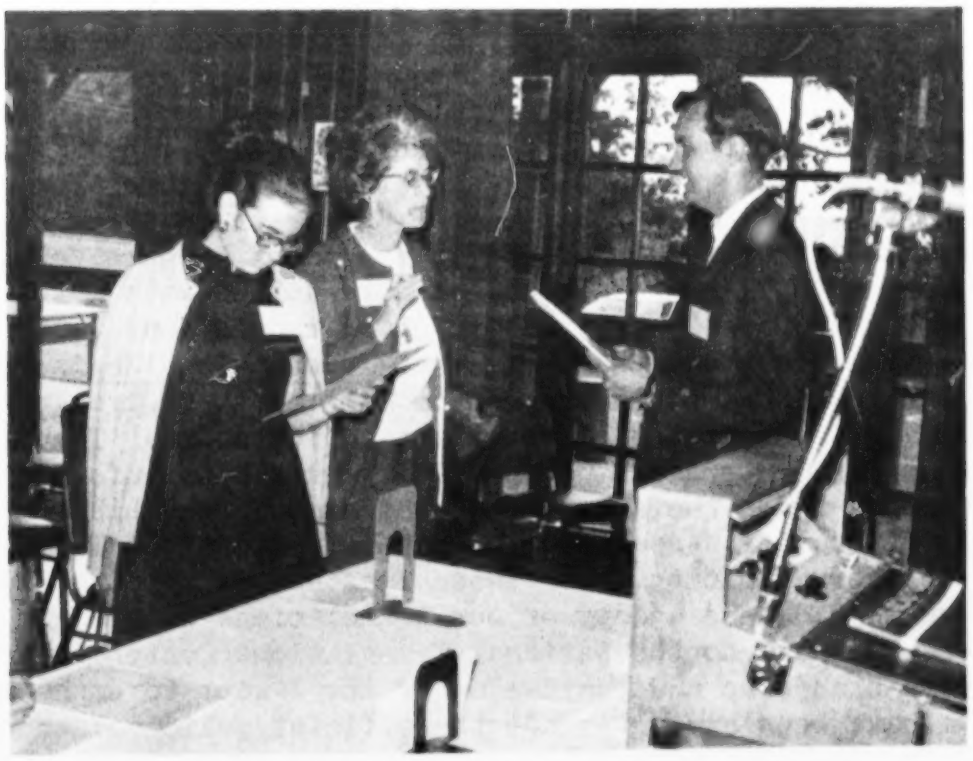
The other reason I mentioned for our problems with translations is that handling translations as a systematic information activity is comparatively new, and it is in a state of rapid growth and change. Let me give you a few examples of what I mean. The two major

translations announcement journals Translations Register - Index and World Index of Scientific Translations began publication only in 1967. Translations Register - Index is published by the National Translations Center in Chicago, Illinois, and World Index of Scientific Translations is published by the European Translations Centre in Delft, The Netherlands. The need to develop an effective method of handling translations has long been recognized, and the National Translations Center and the European Translations Centre were established specifically for that purpose. Both of these organizations have been in existence for about ten years, but they have undergone frequent changes in organization and scope. The National Translations Center serves primarily as a source of information on translations for North America, and the European Translations Centre serves Western European countries. The most significant recent development in handling translations came just a few months ago when the National Translations Center and the European Translations Centre concluded an agreement to exchange information on translations. The Clearinghouse for Federal Scientific and Technical Information used to be a major source of information on translations, but in 1967 they transferred many of their translations activities to the National Translations Center in Chicago. They also stopped publishing Technical Translations in 1967, which until that time was the major translations announcement journal in the country. Technical Translations was superseded by Translations Register - Index, which is published by the National Translations Center. However, the Clearinghouse still continues to announce translations produced by government agencies in its journal U.S. Government Research and Development Reports. Earlier this month the Clearinghouse for Federal Scientific and Technical Information was renamed the National Technical Information Service. Any effect this change will have on its translations activities remains to be seen. All of the developments I have just mentioned contribute to our problems with translations and this is something we of course have no control over. We will simply have to do the best we can and hope the situation will improve.

We only have an hour to talk about translations, so I intent to cover only the main areas of concern. I have handed out to you some material on translations which I hope will answer many of the questions you have concerning translations. In a few minutes we will have a discussion period and I will try to answer any questions you may want to ask.

Probably the most difficult problem we have with translations is what to do about disseminating translations of copyrighted material when permission to translate has not been obtained from the copyright holder. Under the copyright laws, it is illegal to translate copyrighted literature and then to disseminate the translation

Mr. Carl Messick



Left to right: Mollie Mac Adams,
Sophie Hirtz, Carl Messick

without obtaining permission from the copyright holder. Legal action can be taken against us if we do this. Of course, there is no problem if we simply translate a book or an article for our own use; I believe this is referred to in law as the "fair use doctrine". However, translations are very costly to produce in terms of time and money, and it is a great waste if we are unable to make these translations available to others who can use them in their work. So what can we do about this? I have spent a lot of time on this question and, as far as I have been able to determine, all we can do at the present time is to send a copy of our translations of copyrighted literature to the National Translations Center in Chicago, Illinois. The National Translations Center will obliterate the source of the translation, add the translation to its collection, and announce the availability of the translation in its journal Translations Register - Index. By registering our translations of copyrighted literature with the National Translations Center, we will be making these translations available to the scientific community and we will also avoid any legal problems involved. At this point, I want to differentiate between registering copyrighted books and registering articles from copyrighted journals. I would not send translations of copyrighted books to the National Translations Center without the permission of the author. The author of a book can frequently make money by selling the right to translate his book, so it would be unfair if we registered the translation or a copyrighted book without the author's permission. On the other hand, almost all of our translations of copyrighted literature are journal articles, and I think we should register these with the National Translations Center. The author of an article is not likely to be able to make money on the translation of his article, and it is good publicity for him and for the journal in which the article appears to have the article translated. We can avoid legal difficulties by registering our translations of copyrighted literature with the National Translations Center, so it becomes for us an ethical question. If you feel that it is improper or unethical to register these translations, then of course you don't have to. This is a decision you will have to make. I have talked with Mrs. Ildiko Nowak, who is Director of the National Translations Center, and she told me that in the three years that Translations Register - Index has been published they have had no complaints or problems about announcing translations of copyrighted literature. The National Translations Center is a non-profit translations information service established under the auspices of the John Crerar Library and the Special Libraries Association, so it is certainly a legitimate and reputable organization. For these reasons, my personal feeling is that we should send a copy of our translations of articles from copyrighted journals to the National Translations Center. Before Mr. Bromberg stands up and reminds me of it, I want to emphasize that what I have been saying is not the official policy of the Office of

Mr. Messick: You will have to decide this for yourself. I think the translation should be fairly complete; a summary or partial translation is generally not useful enough to register. The Clearinghouse and the National Translations Center are mainly interested in complete translations.

Mrs. Andersen: What about translations that do not have the original illustrations or diagrams?

Mr. Messick: If the translation is otherwise complete, these translations should definitely be registered. The translated text is the important part, and the illustrations and diagrams can be obtained from the original publication if necessary. I know, for instance, that Joint Publications Research Service does not provide the original illustrations and diagrams with its custom translations. This can be really irritating sometimes, but that is the way they do it.

Mrs. Brofft: In many cases, we don't need a complete translation of a text. Our researchers frequently need to have only one or two paragraphs of a text translated, or they only want to know what the caption of an illustration or diagram says. Time is also a factor; they want to have the translations in a hurry. Also, we sometimes go ahead and have an article translated, and it turns out that it doesn't contain information of interest to us. It seems like a waste of time and money to translate completely a text in cases like these.

Mr. Bromberg: You are speaking, I believe, of what is generally known as "dirty translations" in contradistiction to edited, complete and accurate versions. I have contemplated for years now such a service. I have recommended it to the Bureau of the Budget. As yet we have no funds for it. The system I have recommended would work like this. In the field, a scientist or engineer would sit at the phone with a copy of a Russian article before him. Simultaneously a library staff member with language facility would sit at the phone with the same article. The translator would sight translate those elements of the article desired by the scientists: i.e. curves, diagrams, introductions, conclusions, et al or would scan the whole article to see if a certain area is mentioned. My experience indicates that once a scientist has such guidance he can determine if it is necessary to translate the complete article. This can involve considerable savings as you well know.

Miss Bennett: Our laboratory has been transferred from the Bureau of Sport Fisheries & Wildlife to the Bureau of Commercial Fisheries. We have been getting Milton Rose's translations publications through Paul Handswerk, and I would like to know how we can continue to get them in the future.

Mr. Rose: I will see to it that you receive them. Also, please let me know if you have any problems with translations and I will help you with them.

Mrs. Rehfus: My situation is just the opposite. Our laboratory was transferred from the Bureau of Commercial Fisheries to the Bureau of Sport Fisheries & Wildlife. We have been receiving Milton Rose's publications on translations, and they have been extremely important to us. I certain hope we will continue to receive them.

Mr. Rose: You are on our mailing list and we will continue to send them to you.

Mrs. Abshire: We have a problem locating translations of single articles. Some of the articles that our scientists are interested in were written in the 1930's and 1940's, and translations of these articles are usually very hard to find. We don't have a problem when a journal is translated cover-to-cover, but of course most foreign scientific and technical journals are not translated cover-to-cover.

Mr. Messick: That is the purpose of our translation search service. Most field libraries don't have the staff or facilities to make translation searches, so the Office of Library Services provides this service for you. If the translation of a single article exists, we will find out when we make a translation search for you. How to go about requesting a translation search by the Library is explained in the material on translations that I handed out to you. In making a translation search, we consult the reference tools that contain information on translations, and we also check with the translations registering services. Of course, there is always the possibility of error, but I think we do a thorough job searching for translations.

Mr. Radkoff: How long does it take when you make a translation search?

Mr. Messick: It takes about ten days to make a translation search from the time a request is received by the Library. It will take another few days for you to receive a reply through the mail.

Translation Search Service

The Office of Library Services provides a translation search service for field libraries and personnel of the Department of the Interior. Most field libraries do not have the staff or facilities to make translations searches, so the Office of Library Services performs this service for them. The purpose of the service is to determine if foreign language material has been translated into English. A researcher simply may want to know if a certain foreign language article or book has been translated into English, or he may want to have some material translated into English. In either case, a translation search should be requested to determine if an English translation already exists. This can save time and money by eliminating the duplication of translations.

The Office of Library Services has a form for requesting a translation search. It is a quadruplicate form called a Translation Search Request (Form DI-215). When filling out the Translation Search Request, it is extremely important that complete and accurate bibliographic information be given. For example, an incorrectly spelled name or an incomplete journal citation will almost certainly result in a negative reply, even though the material may in fact have been translated.

After filling out the Translation Search Request, the requestor should send the first three copies of the form to the Library and retain the fourth copy (the buff-colored copy) for his files. The address to which the Translation Search Request should be sent is:

U. S. Department of the Interior
Office of Library Services
Reference Branch
Washington, D. C. 20240

It generally takes about ten days to complete a translation search from the time the request is received by the Library. It will then take several days more for the requestor to receive a reply through the mail.

Procedures for handling field translations within the Department of the Interior

A field translation is any translation done by Department of the Interior personnel for Departmental use, and also any translation done under contract for the Department of the Interior by a commercial translation firm. This does not include translations done under the Special Foreign Currency Science Information Program, which are handled in a different manner. Every field translation should have a cover page with complete bibliographic information about the translation. The bibliographic elements which the cover page should contain are:

1. author;
2. title in the original language (transliterated into English if necessary);
3. English translation of title;
4. in the case of a book: publisher, place and date of publication, and number of pages;
5. in the case of an article: title of serial, volume, number, date, and pagination;
6. organization sponsoring the translation (such as Bureau of Mines);
7. translator (necessary only if the translation was done by someone in the Department of the Interior); and
8. NTIS accessions number (if the translation has been registered with the National Technical Information Service).

A copy of all field translations should be sent either to the National Technical Information Service (formerly the Clearinghouse for Federal Scientific and Technical Information) or to the National Translations Center in Chicago, Illinois. Field translations are valuable sources of information and they are also very costly to produce. Because of this, they should be made available to as many people as possible by registering them with one of the translations information services mentioned above.

A copy of a field translation should be sent to the National Technical Information Service (NTIS) if the translation is from Russian or Chinese material, from uncopyrighted material, or from copyrighted material for which permission to translate has been obtained from the copyright holder. The address to which these translations should be sent is:

Input Section
National Technical Information Service
U. S. Department of Commerce
Springfield, Virginia 22151

The National Technical Information Service provides an orange input card which should be filled out and sent with the translation. If the translation is from copyrighted material, a copy of the copyright release must also be sent with the translation. A supply of the input cards can be obtained by writing to the National Technical Information Service. Only one copy of a field translation is required by the NTIS; however, they would like to have more than one copy whenever possible. When the National Technical Information Service has received the field translation, they will accession it and return the orange input card to the sender with the accession number assigned to the translation. The National Technical Information Service will announce the availability of the field translations in their journal U.S. Government Research and Development Reports about two months after they receive the translation. The field translation will then be available to anyone from the National Technical Information Service for $3.00 in paper copy and $.65 in microfiche.

A copy of a field translation should be sent to the National Translations Center in Chicago, Illinois, if the translation is from copyrighted material and permission to translate has not been obtained from the copyright holder. The address to which these translations should be sent is:

National Translations Center
John Crerar Library
35 West 33rd Street
Chicago, Illinois 60616

The National Translations Center will obliterate the source of the translation and add the translation to their collection. The National Translations Center is a non-profit organization which serves as a translations depository and information source for translations. The Center publishes a quarterly journal called Translations Register - Index, which announces translations that have been either registered or deposited with the Center.

In addition to sending a copy to one of the translations information services discussed above, a copy of all field translations should be sent to the Office of Library Services for deposit. This is required by the Departmental Manual, in which the Office of Library Services is designated as a translations depository for the Department of the Interior. The address at the Library to which

field translations should be sent is:

U. S. Department of the Interior
Office of Library Services
Selections Branch
Washington, D. C. 20240

For translations that have been registered with the National Technical Information Service, the NTIS accession number should be written prominently on the cover of the copy that is sent to the Library for deposit. The presence of the NTIS accession number will indicate to the Office of Library Services that the translation has in fact been registered with the National Technical Information Service. The Library can then use the NTIS accession number to refer anyone who wants to buy a copy of the translation to the National Technical Information Service. The Office of Library Services is planning to publish in the near future a quarterly list with an annual cumulative index of all translations generated by the Department of the Interior. This quarterly list will include the field translations that have been deposited with the Library.

Special Foreign Currency Science Information Program
(also called the P.L. 480 Program)

The Special Foreign Currency Science Information Program was established in 1959 by the National Science Foundation under the provisions of Public Law 83-480, which authorizes the sale of U.S. surplus agricultural products to friendly countries. Under this law, our surplus agricultural products are bought by foreign countries with their own currencies. The law stipulates that this currency cannot be converted to dollars and cannot be taken out of the foreign country. A portion of the currency obtained in this way is used for American operating expenses abroad (embassy maintenance, construction, etc.). Whatever is left is designated as excess foreign currency, and a number of programs have been developed over the years to take advantage of it.

One of these programs is the Special Foreign Currency Science Information Program, which is administered by the National Science Foundation. The purposes of the program are to give U. S. Government agencies access to foreign scientific and technical information and to promote cooperation between U. S. scientists and the scientists of other countries. The primary effort of the program is the translation of foreign scientific and technical literature into English. Each year, thousands of pages are translated without cost to the Department of the Interior or other Federal agencies from the Slavic languages, the major European languages, and some Oriental languages. At present, this work is being done in Israel, India, Poland, Yugoslavia, Pakistan, and Tunisia. In addition to translations, other foreign scientific information projects undertaken by the SFCSI Program include the preparation of bibliographies, critical reviews, and state-of-the-art reports.

The Department of the Interior is one of the Federal agencies that participates in the SFCSI Program, and the Office of Library Services is responsible for administering and coordinating the activities of the program within the Department of the Interior. Each year the National Science Foundation allocates to the Department of the Interior a certain number of pages that it can have translated, and this page allocation is then divided among the bureaus of the Department. Each bureau designates a representative who is responsible for collecting and submitting to the Office of Library Services the foreign language material that his bureau wants translated. A list of the bureau representatives is given at the end of this information sheet. Persons in bureaus and offices that do not have a representative for the SFCSI Program should get in touch with the Office of Library Services.

The Office of Library Services is responsible for deciding what will be translated under the Special Foreign Currency Science Information Program. Approval of requests for translations is based on rules and guidelines established by the National Science Foundation. For example, requests for translations of foreign literature published in the current year will not be approved. The purpose of this rule is to avoid competition with American commercial translating services. The SFCSI Program is also not a source for quick translations. From the time a request for a translation is approved, a requestor can expect to wait about four months to receive the translation of an article and about a year to receive the translation of a book.

The person requesting a translation under the SFCSI Program is responsible for supplying the original foreign language material. This is not true, however, for translations to be done from Polish, Serbo-Croatian, and Macedonian literature. The contractors who do these translations will supply the original literature themselves. For translations to be done from all other foreign languages, the original material or a microfilm copy (35 MM unperforated film) of the original material is required if the translation is to be published. If a typewritten translation (draft translation) is requested, the original material or two Xerox copies of the original material is required. The requestor should keep in mind that these requirements change frequently and they can vary depending on a number of factors. The Office of Library Services or the bureau representative will inform the requestor what should be submitted at the time the request for a translation is made. The material submitted by the requestor for translation will not be returned.

It must be pointed out that the Special Foreign Currency Science Information Program is not an unlimited source for translations; we can have only a certain number of pages translated each year. In the past, some foreign language material has been translated that should not have been translated at all. This has included elementary and popular foreign material, as well as material that contained information already known. Translating this type of material is a waste of money for the Government. It can also be a source of considerable embarrassment to the Department of the Interior, since many of the P.L. 480 translations are published and given wide distribution. As far as possible special care should be taken by the requestor to determine that his material is actually worth translating.

At present, only six periodicals and one serial are being translated cover-to-cover for the Department of the Department of the Interior under the SFCSI Program. There are many foreign scientific

and technical journals that are of consistently high quality and interest to the Department of the Interior, and our experience has been that a high percentage of the articles from some of these journals are constantly being requested for translation. The Office of Library Services will welcome recommendations from bureaus and personnel of the Department of the Interior for cover-to-cover translations of journals. If a copyright is involved, the requestor will be responsible for obtaining permission to translate the journal from the copyright holder.

In recent years, we have been using considerable less than our full allocation for translations done in Yugoslavia and Poland. We want to make everyone aware of this fact, and anyone who has Polish or Yugoslav material for translation should submit it to his bureau representative. There is an especially good chance that we can have some Polish and Yugoslav journals translated cover-to-cover. There is no copyright problem with Polish and Yugoslav material because the contractors in these two countries will get permission to translate from the copyright holders.

The name and address of the person in the Office of Library Services who is responsible for the Special Foreign Currency Science Information Program is:

Carl Messick
U.S. Department of the Interior
Office of Library Services
Selections Branch
Washington, D. C. 20240

Telephone: 202-343-4256

Any questions or problems concerning the SFCSI Program should be directed to Mr. Messick.

A list of the bureau representatives for the SFCSI Program is given below. For bureaus and offices not listed below, requests for translations should be submitted directly to Carl Messick in the Office of Library Services.

Bonneville Power Administration

Mr. Val S. Lava
Library
Bonneville Power Administration
U. S. Department of the Interior
P. O. Box 3621
Portland, Oregon 97208

Telephone: 503-234-4445

Bureau of Commercial Fisheries

Mr. Milton M. Rose, Head
Translations Unit
Office of Foreign Fisheries
Bureau of Commercial Fisheries
U. S. Department of the Interior
Washington, D. C. 20240

Telephone: 202-343-4413

Note: The Bureau of Commercial Fisheries is being transferred to the U. S. Department of Commerce. Mr. Rose will continue to handle the SFCSI Program and other translation activities for the Bureau of Commercial Fisheries.

Bureau of Indian Affairs

Mr. Joe A. Wagner
Bureau of Indian Affairs
U. S. Department of the Interior
1951 Constitution Avenue, N. W.
Washington, D. C. 20241

Telephone: 202-343-4224

Bureau of Mines

Mr. Robert P. Willing, Chief
Division of Technical Reports
Bureau of Mines
U. S. Department of the Interior
Washington, D. C. 20240

Telephone: 703-557-0320

Bureau of Reclamation

Mr. T. W. Mermel
Assistant to the Commissioner--Research
Bureau of Reclamation
U. S. Department of the Interior
Washington, D. C. 20240

Telephone: 202-343-4272

United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

September 28, 1970

Verlag Glueckauf GmbH.
Huyssenallee 105
Essen, West Germany
4300

Dear Sirs:

We wish to obtain permission from you to translate an article that appeared in the journal Glueckauf, which is published by you. The author of the article we wish to translate is Walter Goossens, and the title is "Gesteinsstreckenvortrieb mit teilmechanisierter Ausbauarbeit auf der Grube Emil Mayrisch". This article appeared on pages 411 - 421 of Glueckauf, vol. 103, no. 9, April 27, 1967.

We wish to translate this article for use in our research, and not for commercial gain. If you will permit us to translate this article, we will be glad to send you a copy of the translation when it is completed.

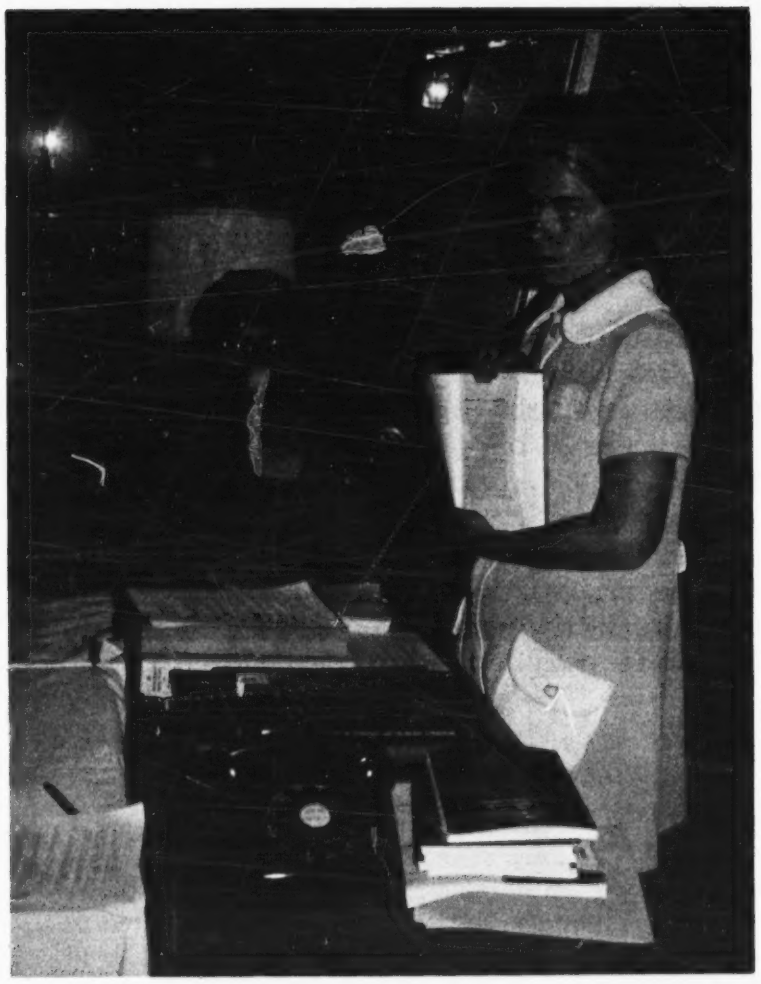
Sincerely yours,

Carl Messick
Office of Library Services

NEW REFERENCE TITLES

Part I

Mrs. Susan Vita
Reference Librarian
Office of Library Services
Washington, D.C.



Left to right: Miss Ann Bowman Hall,
Mrs. Susan Vita

Our purpose today is to acquaint you with some newer reference titles- titles which may be too expensive for a field library to own but which, because they are in the Washington, D.C., library, are only a phone call away from you.

I have the pleasure of sharing the titles with Miss Ann Hall, a field librarian in a biological library, Bureau of Commercial Fisheries, Center for Estuarine and Menhaden Research, Beaufort, North Carolina. Ann will tell you about two new reference tools, Pollution Abstracts and Aquatic Biology Abstracts. As she says, the fact that there are two important tools which have come out in one year is very unusual and a great stroke of luck for us.

However, before Ann speaks to us, let us go over the list of newer reference titles.

1. Information Retrieval Limited. Aquatic Biology Abstracts. New York, CCM Information Corp., 1969- (Monthly. $150/year)

2. Pollution Abstracts. La Jolla, California, Pollution Abstracts, Inc., 1970- (Bimonthly. $70/year)

3. American Chemical Society. Literature of Chemical Technology. Washington, American Chemical Society, 1968. 732 p. (Advances in Chemistry series No. 78. $17.50)

4. Pandex Current index to scientific and technical literature. New York, CCM Information Corp., 1969- (Biweekly. $360/year)

5. American Chemical Society. Access; Key to the source literature of the chemical sciences. Columbus, Ohio, Chemical Abstracts Service, 1969. (Access Quarterly updates the main volume. $100 for the main volume; Access Quarterly is $75/year.)

6. Worldwide directory of mineral industries education and research. Houston, Gulf Publishing Co., 1968. 451 p. (1 vol. $35)

7. Bureau of National Affairs. Environment reporter. Washington, Bureau of National Affairs, Inc., 1970- (Weekly, plus index summary. $280/year)

8. U.S. Department of the Interior. Office of Information. News clippings. Washington, Office of Information, 1970- (five/week. Mimeograph service for staff.)

9. World Meeting Information Center. Current index to conference papers in chemistry. New York, CCM Information Corp., 1969- (Monthly. $75/year plus $25 for index.)

10. _____. Current index to conference papers in engineering. New York, CCM Information Corp., 1969- (Monthly. $95/year plus $35 for index.)

11. _____. Current index to conference papers in life sciences. New York. CCM Information Corp., 1969- (Monthly. $90/year plus $35 for index.)

12. Arctic Institute of North America. Catalogue of the Library. Boston, G. K. Hall, 1968. (4 vols. $275)

13. Dartmouth College Library, Hanover, New Hampshire. Dictionary catalog of the Stefansson collection on the polar regions. Boston, G. K. Hall, 1967. (8 vols. $470)

Ann will now explain how she selects additions to her collection and perhaps this will generate some discussion among us of how each of you handles the same problem.

PART II

Miss Ann Bowman Hall
Bureau of Commercial Fisheries
Beaufort, North Carolina

Librarians are always pleased to see new abstracting and indexing journals appear. They may cover new material, or they may be valuable because they approach old material in a new way. The two journals I have brought along today, Pollution Abstracts and Aquatic Biology Abstracts are new additions to the reference section of our library. Both are expected to prove useful because each limits itself to a specifically defined area of subject interest. Literature on pollution and on aquatic biology is separated and gathered out from all the rest of the scientific literature and put into smaller, sorted packages for our faster and easier use. Both answer a need -- Pollution Abstracts provides access to the growing mass of information being published on environmental pollution and pollution control. Aquatic Biology Abstracts limits its coverage to the biology of aquatic organisms and arranges its information largely according to biological classification. Thus a researcher who may be interested mostly in the subject "Phytoplankton" need search only a limited number of abstracts.

We could not do without our Biological Abstracts, our Chemical Abstracts, and our Nuclear Science Abstracts. Each is the comprehensive index to the literature in its field. But time is often as valuable as money and the smaller, up-to-date, single-subject abstracting journal can play an important role in the scientific library by narrowing the area to be searched and consequently cutting the search time for both librarian and researcher.

Aquatic Biology Abstracts is compiled and published by CCM Information Corporation in New York. It began publication in January of 1969. The subscription price is $150 yearly and includes an annual author and subject index. It is published monthly and each issue has an author index, but no subject index.

Coverage is mostly journal articles, both English and foreign. The original language of non-English articles is given at the end of the abstract.

In addition to the complete citation, the author's address (usually complete with zip code) is given, and the number of references cited in the article is given also.

With volume 2, the journal format was changed slightly. Abstracts are printed 2 columns to the page and titles are in bold face type.

Abstracts are numbered consecutively throughout the volume. Each issue, however, is arranged by subject, and some subjects may be subdivided into smaller categories. The subject "Pollution", for example, is split into 2 parts: Freshwater and Marine. The subject "Fish" is subdivided even more extensively, into zoological groups. Articles are cross referenced through the use of "See Also" lists of numbers at the end of each section.

The inclusion of such subject categories as Productivity, Estuaries, and Marine Ecology looked particularly promising to us at Beaufort, but unfortunately, these sections have been consistently brief. The Book Notices section usually has been very short, and sometimes is left out altogether. A section called Notification of Proceedings is listed in the Table of Contents, but it too has been disappointingly lacking. A List of Abbreviations used in the journal is included on the inside back cover of each issue.

The subscription price includes an annual author and subject index, but I cannot tell you anything at all about the indexing, because our library is yet to receive the subject index for last year. As a matter of fact, even after several letters and phone calls, we still have not gotten the March and April 1969, journal issues.

Pollution Abstracts is published six times yearly by the Oceanic Library and Information Center, who also publish the Oceanic Index. Volume one, number one, appeared in May 1970. The subscription price is $70 a year, and there is a special introductory rate of $35. For $3 more, you get a special binder to keep the issues in.

A wide range of material is covered -- journal articles, books, newspaper articles, patents, contracts, and industry briefs.

Information given with each citation is very complete. The author's name, as it appears in the article -- not just initials, his address, the number of figures, tables, references, and whether the article has an abstract or a summary. Keywords under which the article is indexed are listed, and indication is given as to whether the abstract used is the author's own or was prepared by the staff of Pollution Abstracts.

Abstracts are numbered consecutively and are arranged in chapters by subject. Some of the chapter divisions are: Air Pollution, Freshwater Pollution, Pesticides, Marine, Noise, Land, and Thermal Pollution.

Indexes appear in each issue. There is an author index and a Keytalpha subject index. A Cross Reference section lists the citation numbers relevant to some other chapter in addition to the one in which they have been cited.

Pollution Abstracts offers a number of special helps -- a list of acronyms and abbreviations, a calendar of events, and a publication index listing alphabetically the publications cited in each issue.

An Author Affiliation/Source Directory will be issued separately. This will be an alphabetical listing of author's affiliations, and is intended to serve as a guide to organizations active in environmental pollution control.

Pollution Abstracts goes a step further than most abstracting services by making available from its publisher working copies of most original articles cited in the journal. They also offer specialized computer information services on request.

Pictures are scattered throughout, and each issue begins with feature articles on some type of environmental research. This issue, June 1970, features the Bureau of Commercial Fisheries Field Station in Gulf Breeze, Florida.

BINDING

PART I

A Stand-Pat View on Binding
Mrs. Marie Preston
Office of Library Services
Washington, D. C.

Ladies and gentlemen, my name is Marie Preston, Binding Assistant in the Circulation and Binding Section. This year, our commercial binder is Library Binding Company of Waco, Texas. Cost per volume is as follows: Class A Binding is $3.50; Scholarly Binding is $1.60; Pam Binding is $1.40.

Materials for Scholarly and Pam Binding is C weight cloth - one slightly better than the other. At present, there are three different types of material used in libraries: (1) leather (used for rebinding of rare books, and may I also state all commercial binders do not rebind rare books), (2) Buckram (Class A binding); (3) "C" weight cloth (lesser used material).

Styles of Binding

Full buckram - sewed (Periodicals, Serials and unbound monographs).
Full buckram - cased (Rebinds).
Quarter - binding - sewed.
Quarter - binding - glued or wire stapled.

The two methods of quarter binding may be used for the lesser used material.

How can we get the best use of these various styles of binding on a limited budget? First, we must take into consideration the size and kind of library, and the nature and functions of its collection. Should we restore or rebind a given volume is a big concern in many libraries. I would suggest that unless the present binding is an original contemporary, one of sufficient interest to warrant restoration, and is in such physical condition that it can be restored at a cost equal to the value of the book, then it is best to rebind. Restoration should be undertaken only by an expert. Restoration means to rebuild a book in its original binding and retain as much as possible of its original materials. The job should not be half-done. If the book has to be patched up by makeshift, it is better to have it rebound by a commercial binder.

Now let us talk about mending and repairing. Is there a difference? Some will say yes and others no. Let me tell you what I think. Let us consider a book with the cover off, and the other parts of the book are in perfect condition (so we think). The simplest answer, it would seem, is to put the back on again with tape. However, if that cover or case, as the binder calls it, is not sound, we should think twice before trying to repair it and send the book to the binder for a new case. Now suppose that a page is torn -- that is when we should mend it. Do not use scotch tape. I do not use scotch tape. There are many mending tapes being offered -- choose one to your liking.

Now we have a good friend, Miss Elizabeth Leonard, Librarian, Bureau of Commercial Fisheries, Miami, Florida, who will present a paper on the comparison of binding between Dobbs of Miami and the Library Binding Company.

Part II

Miss Elizabeth Leonard
Librarian, Bureau of Commercial Fisheries
Miami, Florida

The binding done at the Library Binding Company in Waco, Texas, under Interior's binding contract, has been satisfactory, and obviously supervised by competent people. My gripe would be service. But on the other hand, I don't think you can expect much service at a basic cost of $3.50 per volume.

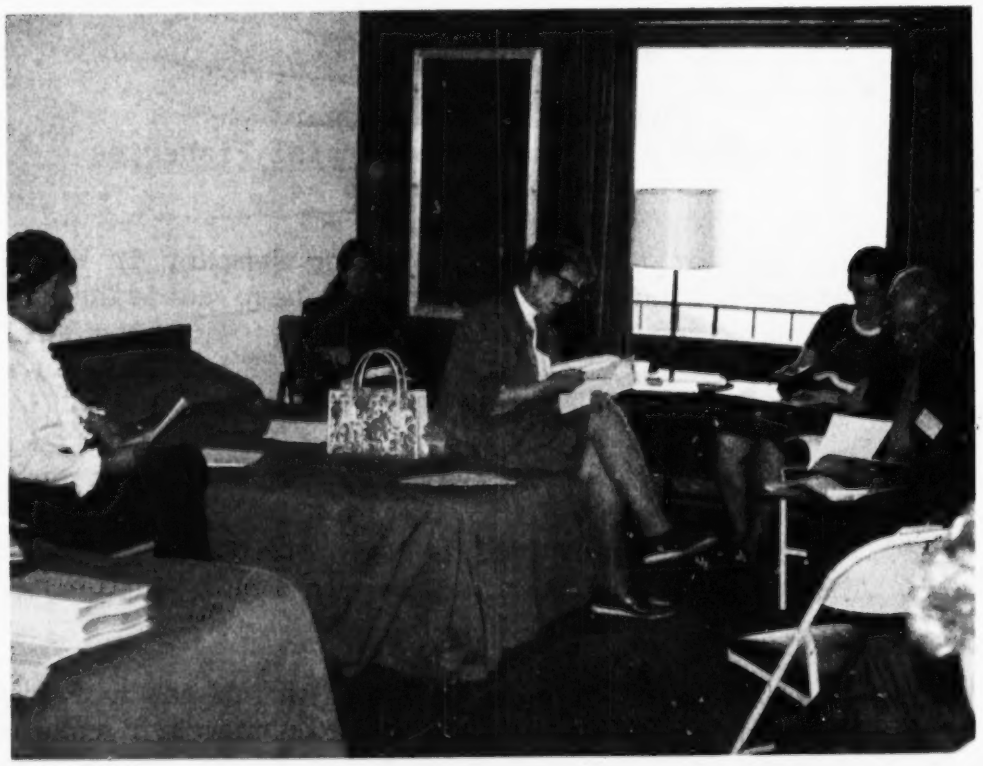
My supervisor suggested I do a little comparison shopping. Last January we sent 125 volumes to the bindery; the actual cost was $443.20. The average cost per volume (shipping excluded) was $3.71. The average cost per volume, including shipping, was $3.91.

I check with Dobbs Brothers in Hialeah which has the Department of Commerce binding contract. The basic cost per volume is $4.30 up to 12 inches in length; handsewed is $5.55. The basic cost per volume is $5.30 per volume for material over 12 inches in length; hand-sewn is $6.35 per volume.

The basic cost includes material up to 2½ inches thick. Material over 2½ inches thick is $.75 per inch or fraction thereof. Material over 3½ inches thick is $1.50 per inch or fraction thereof.

Dobbs prices are obviously higher than the Library Binding Company, but on the other hand, Dobbs pays shipping charges and even offered to pack any material I might send to their bindery. This is a saving, as no one has to make out a bill-of-lading, and the librarian conserves effort as she doesn't have to pack bindery material. I estimate it would have cost $537.50 to have had those 125 volumes bound by Dobbs Brothers, an approximate 10 percent increase in cost. Incidentally, Dobbs Brothers has a plant in St. Augustine, 311 miles north of Miami. This would be quite convenient for laboratories on the Eastern seaboard and the Gulf of Mexico.

Mrs. Mary Grattic, librarian at ESSA's Miami laboratory, tells me she found Dobbs quite cooperative. This makes for a pleasant and easier working atmosphere.



View of group working session

A time for relaxation

REPRINTS

Mrs. Beth Fodor
Cataloging Branch
Office of Library Services
Washington, D.C.

Mrs. Ruth Rehfus
Librarian, Research Laboratory
Bureau of Sport Fisheries and Wildlife
Ann Arbor, Michigan

Mrs. Rehfus: These sessions on reprints are the first held at the library workshops, and were scheduled by popular demand. That is, they were high on the list of subjects requested by librarians attending previous workshops. Before I worked as a field librarian I would not have understood that, but now I do. I can testify that reprints are important to a small field library, and also that they are a source of many problems. One of the librarians at this workshop told me early today that she was going to attend this session, and, lest she be disillusioned, I admitted to her that I have more questions than answers about reprints and their handling. We are all looking for answers, and solutions to problems, so let us make this a working session. We would like to keep it informal, and stop at any time for discussion, questions or shared experiences.

Before we begin I would like to get some idea of what the extent of your reprint collections are, and what kinds of problems you have. (A show of hands indicated that almost all present had either reprint collections or vertical files, and a few had both. Few had problems acquiring or circulating reprints, but many had problems connected with indexing or housing reprints.)

Let us begin, then. Mrs. Fodor has reviewed the literature on the subject and will report on what she found.

Mrs. Fodor: Journal article reprints may be called variously author's extras, separates, excerpts, preprints or offprints.

The author of a paper appearing in a journal has the opportunity to order reprints of his article from the publisher. He must do this at the time the article is accepted for publication or when the galley proofs are returned; so once the author's supply of reprints is exhausted, no more are available.

In libraries, reprints best fit into the class of items called vertical file materials, ephemera or pamphlets. This class has been defined as being that which is not a book or a periodical,

publications with limited numbers of pages, with paper or thin card covers; each containing information about a particular subject or groups of subjects; usually a separate entity without periodicity of publication, although it may be one of a series.

With that academic definition in mind, I must tell you of an advertising executive who was asked to distinguish between a book and a pamphlet. He responded by taking a small unbound publication from a nearby shelf. "In this office, if I call this a book, it's a book. If I call it a pamphlet, it's a pamphlet."

In the end it may come down to the first decision of "how you call it", so to speak which will determine the ultimate disposition of a publication. So for the sake of consistency, you will have to outline for yourself just what a pamphlet is in your library.

By this time you are probably saying, what is the matter with this speaker, doesn't she know the topic at hand is reprints? Yes, I do, but the point I want to make is that, in my opinion, the way in which you handle reprints is the way you should handle all pamphlet materials.

How you handle pamphlet materials in your library depends on several things. The first consideration should be their value to patrons in your library. Do they need the latest in statistics, or perhaps a general explanation of a current topic? Pamphlet materials are especially good for these things. How much unsolicited ephemeral material you receive in your library will affect your decision of how much to keep. Another consideration will be the funds you have available for acquisition and processing of pamphlet materials.

Some of you may wonder why to keep reprints at all. I did, before I started writing this. Often the scientists of an organization will give a copy of their papers to the library. It is usually wise to have these reprints available. Journals which are not entirely pertinent to the collection sometimes have articles of particular interest. Or a journal may be too costly for the library to subscribe or too voluminous to store, but the articles most important to your collection could be obtained in reprints. Sometimes it is desirable to obtain additional copies of major articles.

Some reprints will come into the library collection by donation, either from the author when he writes a paper or a collection when someone retires or leaves.

Other reprints which are desired are obtained most easily with a form letter, or better yet, a form postal card. This is sent to the author, whose address is usually given on the article, as soon after publication of the paper as possible. Upon receipt of the reprint, it is courteous to send an acknowledgement.

The methods of processing reprints are numerous, depending on your time, space, and users. In some cases the access files to the materials determine the storage arrangement. But usually even that too, is flexible.

If the material is "worthy of preservation", several authors, Anthony included, recommended classifying, cataloging, pamphlet binding, and shelving these materials with the regular collection. This has one large advantage: no additional files and special shelving arrangements need to be set up, but the large investment of time for each piece necessitates careful selection.

The University of Iowa has a very special pamphlet collection on particular political literature. This is simply cataloged by author and subject and filed in a special area. The simple cataloging speeds up technical processing (a cataloger could handle 140 items per day) but has the disadvantage of creating separate files for pamphlet materials.

An index by subject and filing by author allows fairly good access to the reprints. This method is usable for private collections. Limitations are shifting and it is necessary to incorporate new material and special pamphlet files and shelving areas in the library.

In Guide to the literature of the geological sciences, Roger Smith recommends author and subject indexes and filing the reprints by accession number. This saves space, However, to some people this is an artificial arrangement, introducing an additional number and necessitating two and perhaps three (author, title and inventory) files.

The New Zealand Oceanographic Institute reprints are bound by accession number. An author index and table of contents is then made for each volume.

Depending on the use and size of the pamphlet collection, it may be possible to file simply by subject. But expansion or location of a particular item may be difficult.

In any case, it is important to have a subject authority list when assigning subjects. Library of Congress subject headings may be

too broad, for special libraries. N. O. Ireland, in The Pamphlet File offers one list. There may be good subject heading lists for your particular library. Using the same subject headings as are in the catalog may work if your reprint collection is as broad as the library collection.

The physical methods of pamphlet storage will depend somewhat on the access system which you choose, the amount, variety and average size of the materials, the physical limitations of your library (floor space compared to wall space), the funds available, and the equipment in the library.

The method of storage which best integrates reprints with the library collection is pamphlet binding each piece and shelving these in the same classification scheme as the books.

Using envelopes instead of pamphlet boxes for filing the reprints saves space. L. R. Richardson suggested an author arrangement, using one large envelope for each author. This is a fairly inexpensive system since new envelopes are not necessary, but handling may be more difficult since the envelopes and reprints may not be stiff enough to shelve easily.

I mentioned before a system used by the New Zealand Oceanographic Institute. Unfortunately, binding in groups by accession number does tend to waste space, form arbitrary groupings, and only one person can use a volume at a time.

Pamphlet boxes are generally suited to reprint storage. They can be used in a separate shelving arrangement or put on the book shelves. Possibly the boxes could be shelved above or below books of the same subject.

A steel drawer filing cabinet is especially good for accommodating a variety of material sizes. Four drawers with suspension filing are approximately equal to six feet of shelving. Without suspension filing increase the estimate to nine feet of shelving in the four drawers. It depends too on what type of space you have available. When your well tended pamphlet file grows so large that it is time to consider weeding, the experts offer a variety of suggestions -- everything from daily weeding to a policy of never weeding.

It seems there are no rights and wrongs in making reprint files, only betters and bests with respect only to each particular situation. Good luck in yours!

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Discussion Summary

Discussion centered on the following:

1. Those who kept both pamphlet and reprint files did so for these reasons:

   a. The reprint file was kept strictly for reprints, and all other ephemeral materials were kept in the vertical files.

   b. Vertical files were kept for material suited for filing under broad subject headings, such as conservation, careers, etc., especially materials that would be kept for limited length of time. Reprint collections consisted of materials of lasting value, and those which would be retrieved by author rather than by general subject.

2. Indexing.

   Almost all had author indexes to their reprint collections. Those who had subject indexes worked from a specified list of terms, often a list developed specifically for their particular organization. Some used a uniterm system. In some libraries a shelf list, or inventory file, was kept in addition to the author and subject indexes. The advantage of keeping this file was that the library could identify missing reprints. This would not be possible with only an author and subject index system. Some questioned whether the advantage was worth the time involved in keeping up another file.

3. Special problems.

   A problem was presented to the sessions, with requests for help with a solution. The library in question has three separate reprint collections, donated by three different scientists. Each collection is separately housed, and there are three author indexes and two subject indexes. The library wants to merge the collections to avoid having to look in three separate files and three separate collections to find out if a reprint is in the library. The question was how best to accomplish the merging of the three collections. Particular problems occur in the merging of the author index, because corporate authors are not uniform in the different collections. The solution arrived at was to color code the

three card files by streaking the top edges with distinguishing colors. They can then be interfiled without making it impossible to tell which collection of reprints the number refers to. The corporate author problem would be solved by adopting an authority, such as the National Union Catalog, and making all corporate entries conform to the form used by the authority. Another step to simplify the system still further would be to color code the reprints to correspond to the cards, and interfile the reprints themselves.

HOW TO NEGOTIATE A REFERENCE QUESTION

Mrs. Signe Larson
Reference Librarian
Office of Library Services
Washington, D. C.

Our session today is entitled "How to negotiate a reference question." It is truly quite an assignment...since negotiating questions is recognized in the literature as one of the most complex acts of human communication, for it involves the description of an information need by one person to another person, where one attempts to describe for another--not something he knows, but something he doesn't know.

There is also the personal interaction of the individuals involved in trying, jointly, to achieve a common understanding of what the information need really is, and then, how best to fulfill that need.

There are barriers to overcome in this process: barriers which can be physical, or which are of personality, psychological, linguistic or contextual nature. Yet, despite the complexity of this process and the difficulty in describing the many and varied factors involved, my task today is to tell you how to go about negotiating a reference question. I'll try the best I can!

During the period of time we have, let's try to identify the steps to be taken in negotiating the question..for there <u>are</u> levels of information that should be consciously sought in order to identify the <u>real</u> information need. I emphasize the <u>real</u> since more often than not, the question that is asked bears little resemblance to the question that should have been asked.

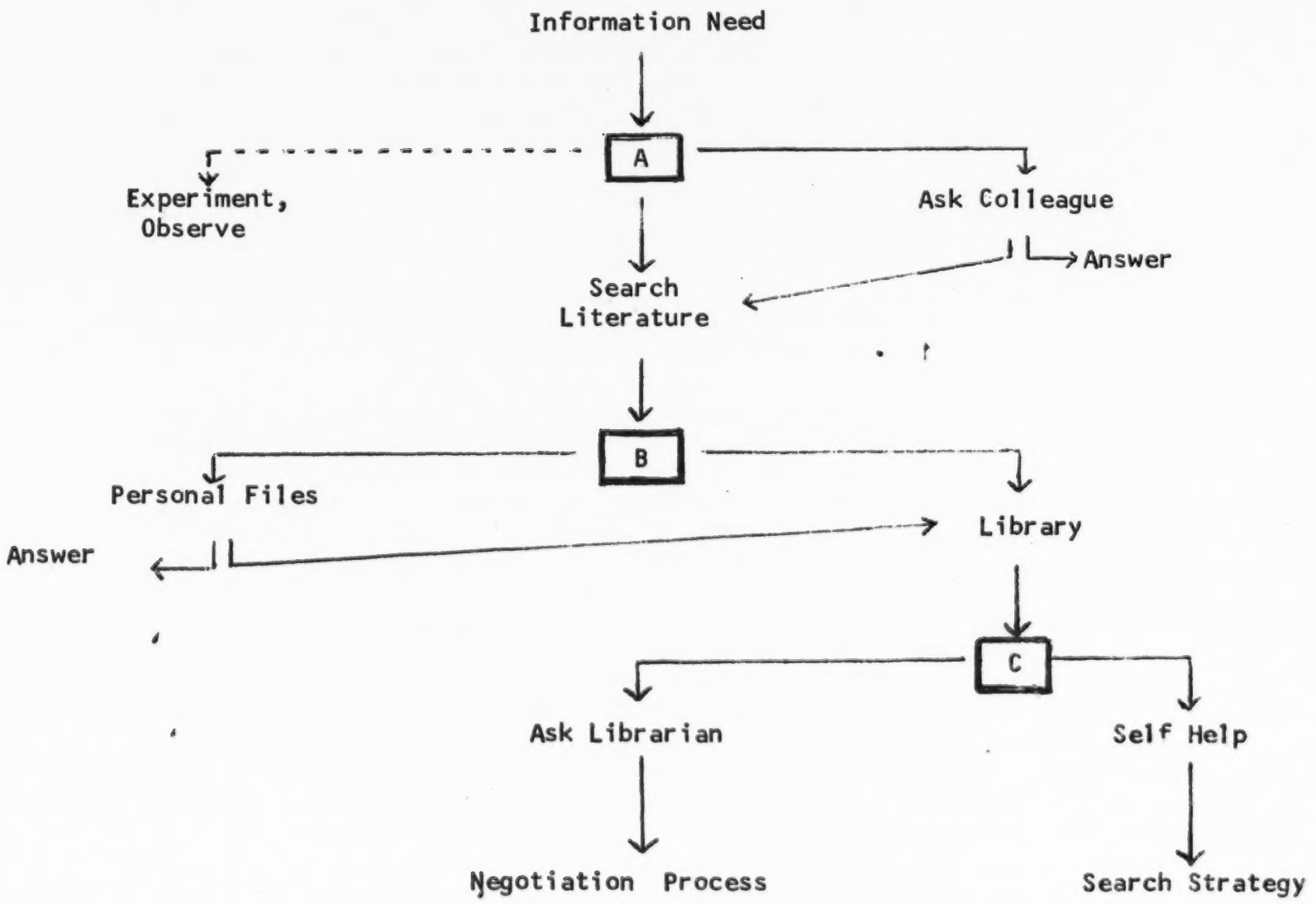
At this point in analyzing the negotiation process, I think it important to make a distinction between a question and a command. A question, or inquiry, is a description of an area of doubt in which the question is open-ended, negotiable, and dynamic. A command, on the other hand, is simply a request for a specific bit of information. For example: "What was the gross national product of the United States in 1948?" Or the request for a specific title by author and title. A command may still classify as a reference question within the ACRL definition as involving professional skill in knowing what tools to consult in order to provide the needed information. Yet these inquiries are still commands, in that the requestor already knows precisely what he wants and can tell you precisely what he wants in order to fulfill his information need. In other words, he has already negotiated his own question!

A word of caution here, however. Many questions received by reference librarians are disguised as commands, and, without that certain 6th sense in negotiating, one might fail to discover what the real information need is. More on that later.

We are concerned with the area where the individual has a felt need for information, but as yet, the need is ill-defined. In order to clarify his need and sharpen his focus on the problem, there are several possible alternatives open to him. He can work through another person: a colleague or a reference librarian, or he might define his own need for himself. A diagram of the several decision points might help illustrate the prenegotiation decisions open to the user.

Diagram 1

<u>Prenegotiation Decisions</u>



There are other examples, such as this picture...some see the letter "B" while others see the number 13.

Both these pictures illustrate differences in individual perception ...a very real factor indeed in the communication process.

Well, recognizing the choices that have been open to the user, the key questions from the librarian's viewpoint are: Which channels are or have been utilized by the user thus far, and for what purposes?

Also, does the librarian at this point have sole or joint responsibility for satisfying the user?

In addition to determining this background and where the librarian fits in, there are a number of other points to be clarified.

Taylor -- he's numbers 9 and 10 on your bibliography -- has described four different levels of information need.

Diagram 2

Levels of Information Need

*Stage 1	Actual, although inexpressible need
*Stage 2	Conscious need
*Stage 3	Expressed need
*Stage 4	Question as presented to files

Stage 1. Where there is an actual, although inexpressable need for information. It is a vague sort of dissatisfaction.

Stage 2. Where there is a conscious mental description of a need, but it is still ill-defined.

Stage 3. Where the user can form a formal statement of his need and present it to the librarian.

Stage 4. Where the question has been reformulated by the librarian in terms that can be presented to the system so that an adequate answer can be delivered.

This fourth Stage can be called the compromised question.

The skill of the reference librarian is to work with the user from Stage 3 (the formalized need) and possibly even from Stage 2, and then translate these needs into the terms of the system in order to formulate a useful search strategy.

Although the librarian usually begins by being interviewed, he rightly assumes the role of the interviewer as soon as feasible. Immediately, try to put the user at ease and establish good rapport. By diplomatically asking only the necessary questions, the librarian and user construct a reformulated question.

There are certain traits which will help the librarian in this process: empathy, a sense of analogy, subject knowledge, and knowledge of the collection, files and clientele.

But there are certain barriers to overcome. They may be physical, personality, psychological, linguistic and contextual.

Be aware of these barriers and try to develop means to overcome them. For instance, the Physical Barrier: where does the interaction take place between the user and the librarian? In the librarian's or the user's territory? Behind the reference desk? Or in the busy reading room?

Some believe the worst barrier to be the ensconcement of the librarian behind the reference desk because this positioning creates a distance barrier and it also implies a custodial function.

Wherever possible, meet the user in his own territory. It offers these advantages: the user has confidence in the librarian's undivided attention, and the user feels more comfortable in his own surroundings.

Personality barriers: The reference librarian must skillfully draw out the pertinent questions, with sensitivity and diplomacy. Seek ways to relate to the user by displaying warmth, interest and approachability. These qualities are intuitively sensed.

Linguistic barriers: Try to observe any verbal or non-verbal cues which will help unmask professional lingo. There will always be the problem, however, of the varying ability of some persons in the phrasing of questions. What causes patrons to ask irrelevant, incomplete questions? I hope we will identify some reasons in the discussion period.

Psychological barriers: Recognize the fact that some may feel a reluctance in asking a question. There are a number of reasons. Some have a reluctance to interrupt a librarian. How unfortunate anyone should feel this way! Others are reluctant in asking questions in fear of admitting ignorance. Here a frank and honest approach may be helpful. Perhaps you will be able to put the user at ease by stating, "I'm sorry, but this subject is something I know little about, will you please tell me more?"

These are some of the recognized barriers to overcome. And now for the steps to be taken in negotiating the question.

Diagram 3

1. Identification of subject
2. Objectives and motivation
3. Personal characteristics of inquirer
4. Relationship of inquiry description to file organization
5. Anticipated or acceptable answers

According to a survey of reference librarians conducted by Mr. Taylor, the negotiation process usually goes through five main steps or filters:

1. The identification of the subject. Dialogue on the ramifications and structure of the subject will define, expand, narrow and qualify the question.

2. Perhaps the most critical step is the determination of the objectives and motivation of the user. Finding out why the information is needed often cuts the search time and usually determines the priority, depth and form of response needed. In short, it helps define the subject.

3. The personal characteristics of the user. What relationship does his question have to what he knows? What is his status in the organization?

4. The relationship of the inquiry description to the file organization. Here, the librarian builds the inquiry into the system.

5. The nature of anticipated or acceptable answers. What is the format desired? What is the sequence in which materials or answers are desired?

At each of these levels, the librarian must obtain information. They are not mutually exclusive categories -- in fact, they may occur simultaneously.

There is another point which should be made before concluding the interview. Has the user been told when he may expect the interim or final answers?

The search completed, the task is to tailor the information for the user, to select precisely that quantity and quality of information which will help him fill his real information need. The information should be adequate, yet be careful not to over-burden.

It would be well for each of us to establish an understanding of what is expected in response by our clientele. Feedback is all important -- in the negotiation process -- and in the follow-up upon delivery of the requested information. Searches of long duration or special importance should always be reviewed with the user. There are many advantages. The librarian gains vital information on the general level of user satisfaction and the user gains needed insight into how to more effectively query the system. He may also learn about additional unused information services and sources.

This has been a rather detailed analysis of a complex transaction -- that of negotiating reference questions. There can be many gradations of complexity, involving varying questions, users and situations. Often the whole transaction can be telescoped into five minutes or less, with no need for a follow-up or second interview.

(At this point two reference librarians presented a skit illustrating the negotiation process.)

In analyzing the User-Librarian Interaction, we have not discussed the self-help process -- but the user, to be successful, would have to follow the same course of action in order to address a compromised question to the information file. It would seem that in most cases the librarian would serve as the best intermediary between the file and the user, for the user is not concerned with system niceties,

those elaborate mechanisms built into the classification system, or in the indexes and catalogs for feedback. He is interested in the answer, not in learning or maintaining currency with a system in which only a minor part has relevance to him.

We must do our best to encourage use of our services. Our concern should be -- How can we better our search strategy and increase our "hits" in order to give better service and to earn the confidence of the user? I will try to offer some suggestions and I hope each of you will enter into the discussion and share your viewpoints and your experience with us.

1. Get to know your clientele. Know the mission of your bureau, or bureaus, know the individuals involved and something of their personal characteristics, know the type of response they need and require and keep up with current developments. Try to anticipate needs!

2. Know your collection . . . keep current with incoming materials and opportunities to bring these materials to the attention of the clientele.

3. Know your limitations and where to turn when the information or material requested is not in your library or expertise.

4. Be approachable and be a good listener.

5. Study and review your search techniques for ways they could be improved. I believe everyone could profit, library and staff alike, by the staff's keeping a close account of unanswered reference questions. We know what we can do, but it's what we cannot do and why that should cause us concern. Is the collection lacking? Why? The search procedure faulty? Why? And what has been done to correct these problems?

In your folders you will find the forms we use in the Departmental library to record reference statistics. The yellow form used is a work sheet. We find it helpful to record the sort of statistics we need monthly for management purposes. But it is also useful as a way of mapping and keeping track of a search procedure. If you haven't developed a system for recording statistics, I suggest you consider the advantages. I will be happy to offer any assistance I can.

In the matter of unanswered reference questions, I call your attention to the article by Jahoda and Culnan on your bibliography, "Unanswered Science and Technology Reference Questions."

In summing up this discussion on negotiating reference questions, the hardest part appears to be not so much in finding the answer, but finding out what the question really is.

Now, have I answered the question that was posed as the theme for this session, "How to negotiate a reference question?" I wonder... I do hope I have been able to give you some insights in this complex process. But I have a vague sort of dissatisfaction on whether I have answered the question. I believe I am between Stage 2 and 3... and what I need at this point is some feedback from you.

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DEFINITIONS OF TYPES OF QUESTIONS

I. Request for a specific book or call no. easily found.

II. Reference Questions - General

Any question which requires the use of library material in answering or which involves interpretations of the use of library material. Excludes questions pertaining to the locations of specific books or other library materials (ACRL definition), or to a request for a title or work readily found in the card catalog.

III. Reference Question - Search

Any question of an investigatory or research nature and of greater complexity than "a general question" (ACRL definition). Usually this type of question takes more than 30 minutes to answer.

CORRESPONDENCE

Answers to queries received by letter should be counted as reference questions. If a letter is written, the person who prepares the letter should also count it.

BIBLIOGRAPHIES

Ten or less references on slips should be counted as a reference question only. Any processed bibliography, or any bibliography on slips consisting of more than 10 items should be listed below, giving no. of items.

NAME:

Phone:

Room (Bldg.):

Bureau
Govt. Agency

Field
Law Firm
Public

.....

Name:

	Rec'd	Answered
Telephone		
Desk		
Letter		

Type of Request: 2 3

ACTION:

QUESTION

NOTES

(yellow)

In the appendix a copy of the Queen's Printer application for credit form and acknowledgment of application form for the account established for the Office of Library Services is reproduced.

Question: Are deposit accounts legal?

Answer: A deposit account may be established with another Federal Government agency only.

Question: Can we buy books for our employee's private use?

Answer: Yes if 1) the employee pays for the publication with his own funds, 2) the librarian has sufficient time to handle such business, 3) the purchase is not handled under a government contract, and 4) the purchase is not made through normal procurement procedures.

Question: Can we legally pay cash for small orders?

Answer: Yes, if the installation has an imprest fund cashier. An imprest fund is a petty cash fund on which authorized employees may draw for use in making small purchases (under $100.00). In most instances a purchase order is not required. The vendor's receipt usually serves as evidence of the transaction in the voucher file. An imprest fund can be used efficiently in buying locally a single issue of a periodical from newsstands, paying parcel-post charges, local delivery charges, obtaining a book from a local vendor on a rush basis, etc.

Question: Is the binding contract and the book contract mandatory?

Answer: No. The Library binding contract and book contract are not mandatory use contracts. Individual Bureaus and Offices may require use of these contracts within their Bureau or Office. In such instances the library must follow instructions unless the librarian can prove the advantages of doing it differently.

APPENDIX "A"

UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

NOV 1 8 1968

Memorandum

To: Heads of Bureaus

From: Deputy Assistant Secretary for Administration

Subject: Procurement of subscriptions to periodicals

The Departmental Library of the Office of the Secretary has recently adopted a policy of ordering most periodical subscriptions on a continuing basis. This is sometimes referred to as "until forbidden orders". The procedures, which are used by the Departmental Library for continuing subscriptions, are outlined in the enclosure

Bureau offices, both in Washington, D. C., and in the field, subscribe to a large volume of periodical material. The bulk of these subscriptions are renewed annually and this constitutes a significant workload each year. The system described in the enclosure eliminates most of this annual rush. It is also in full compliance with GSA procurement regulations and sound fiscal management.

You are urged to encourage all of your offices to adopt this, or a similar system modified to meet individual bureau requirements, as a means to minimize workloads in the procurement of periodical material. The system also provides for more meaningful program reviews of subscriptions on a periodic basis. This will permit managers to analyze their periodical literature needs in relation to program or mission changes rather than on a strictly fiscal basis.

Any questions regarding this system of procurement may be directed to Mrs. Frances Swim, Chief, Division of Accessions Services of the Departmental Library, (202-343-4219).

George E. Robinson

Enclosure

Library Services. I have told you what you can do with translations of copyrighted literature, and not what you must do. In an area as controversial as this, I don't believe we can have a fixed policy that is workable. Libraries and librarians today are seeking solutions to a broad spectrum of controversial problems concerning copyrighted literature, and one of these problems is what to do about translations of copyrighted literature. As I said earlier, we will simply have to do the best we can until the situation is clarified.

Of course, the simple solution to all our problems with translations of copyrighted literature is to obtain permission to translate from the copyright holder. By securing the copyright release, we not only avoid all the problems I was just talking about, but we can also announce the availability of the translation in U.S. Government Research and Development Reports. The National Technical Information Service requires a copy of the copyright release when a translation of copyrighted literature is sent to them for announcement in U.S. Government Research and Development Reports. As a Federal agency, this is the proper place for us to announce our translations, and by doing this the translator and the sponsoring government agency gets credit for the translation. However, my experience has been that most people are very reluctant to try to obtain permission to translate from the copyright holder. The usual complaints are that it is too complicated and it takes too much time. I don't think this is necessarily true, and certainly it is less trouble to write the copyright holder than to have all the problems involved when we don't get permission to translate. Part of the material I handed out to you explains how to go about obtaining permission to translate copyrighted material, and I hope you will do this more often in the future.

Another problem we have is with field translations. A field translation is any translation done by a Department of the Interior personnel for Departmental use, and also any translation done under contract for the Department of the Interior by a commercial translating service. The Departmental Manual requires that a copy of all field translations be sent to the Departmental Library for deposit and also that a copy be sent to one of the translations information services. From working with translations and talking to people, I know this is not being done uniformly throughout the Department of the Interior. Some offices and bureaus are very good about doing this, but others are not. The people who have translations done are researchers who need translations for their own research projects, and they are too busy or simply don't care to make their translations available to others. Translations are a valuable and special type of information, and it is our job as librarians to see that these translations are collected, processed,

and made available to the public. A related problem is that many of the field translations sent to us contain incomplete bibliographic information about the translation. The author of the original material, the foreign language title, or some other bibliographic item is often left out, and we have to look up the information or get in touch with the person who sent us the translation. This is of course a waste of time that can be avoided if full bibliographic information is supplied at the time the translation is sent to us. The procedures for handling field translations are included in the material on translations I gave you, and I hope they will be helpful.

I could talk about translations much longer, but we have a limited amount of time and we need to have a discussion period. If you have any comments or questions, please go ahead.

Miss Hamilton: Are there any countries where we don't have to worry about the copyright problem?

Mr. Messick: The Soviet Union and Communist China are not members of a copyright convention, so we can translate their literature without restriction.

Mr. Rose: We can also translate East German literature without restriction. East Germany is not recognized by the United States, so we are free to translate their literature.

Mrs. Schnick: Should we send our translations of German and French articles to the John Crerar Library (National Translations Center)?

Mr. Messick: Yes, I think you should send these translations to the National Translations Center. However, it is not mandatory that you do so, and you will have to decide whether you want to send them or not. The National Translations Center will obliterate the source of the translation, so you don't have to worry about the legal questions involved. Of course, the best thing is to write the copyright holder and request permission to translate, even though you may already have translated the article or book. If the copyright holder gives permission to translate, you can send a copy of the translation to the Clearinghouse, and it will be announced in U.S. Government Research and Development Reports. By doing this, the translator and the sponsoring government agency gets credit for the translation.

Mrs. Andersen: How complete should a translation be before we send a copy of it to the John Crerar Library or to the Clearinghouse?

Bureau of Sport Fisheries and Wildlife

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Information on Obtaining Permission to Translate Copyrighted Material

One of the most difficult problems regarding translation is what to do about translating copyrighted material. Russian and Chinese literature can be translated without restriction because the Soviet Union and China are not members of any copyright convention. However, most other countries are members of a copyright convention, and the copyright laws prohibit the translation of copyrighted literature unless permission to translate is obtained from the copyright holder.

Obtaining permission to translate foreign copyrighted literature seems like a formidable obstacle to most people. The usual complaints are that it takes too much time and it is too complicated. However, obtaining a copyright release is not as difficult as it appears to be. The best way to obtain permission to translate copyrighted material is to write the author if he is personally or professionally known to the requestor. If the requestor does not know the author, he should write the publisher of the copyrighted material. For a book, the name and usually the address of the publisher are given at the beginning of the book (on the title page or the reverse of the title page). If the address of the publisher is not given, most libraries have reference books that can supply this information. It is true, of course, that obtaining permission to translate a book may be problematical. The author and publisher of a book can often make money by selling the right to translate, and they frequently will not give permission to translate without some compensation. However, most translations from copyright material done by the Department of the Interior are articles which appear in foreign journals. The author of an article and the publisher of the journal in which the article appears are not likely to make money on the translation of a single article. Besides this, it is good publicity for the author and the journal to have the article translated.

To request permission to translate an article, the requestor should write to the publisher of the journal in which the article appears. The name and address of the publisher can always be found in each issue of the journal, usually on the title page. Regardless of the type of material, the letter to the publisher should emphasize that the translation will be for official use and not for commercial gain. The letter should also include an offer to send a copy of the completed translation if permission to translate is granted. An example of a letter requesting permission to translate an article is attached to this information sheet.

Attachment

PERSONNEL, WHO-WHAT-WHY-WHEN-WHERE-HOW

Mr. John R. Garnett
Assistant Director, Office of Personnel Management
U.S. Department of the Interior
Washington, D. C.
(Reported by Mrs. Elsie Yoder)

Two sessions were held to discuss the who, what, why, when, where, and how of personnel. Mr. John R. Garnett conducted the meetings in an informal manner as he wanted his audience to speak out, ask questions, and air problems.

A big problem at both sessions seemed to be how to get additional help when one had to hire under a ceiling. Mr. Garnett explained about the use of "intermittent" help for 39 hours per week, the use of the "disadvantaged" through the U. S. Employment Service, and of course, the use of part-time student help whenever available. All of these are dependent on supervision and funds as well as the availability of people. The speaker also pointed out that one could try to get a new slot established, or the ceiling raised. He stressed that part-time and summer help do not count against the imposed ceiling. Other devices, such as "intermittent work", "temporary" or "emergency" appointments do not count against ceilings but do necessitate having funds to cover the expenses involved.

It was suggested that one way to help ease the situation would be to keep your supervisor or boss aware of your problems. Get his attention. It is up to you to know your boss and get your message across to him. If he fully realizes your problem he could be helpful in alleviating it.

Another problem concerned position reclassification. Many people really do not have proper descriptions because added duties have been assigned to them along the line.

Bureau of Indian Affairs librarians in attendance raised the question about the classifications for school librarians. These would vary from a librarian associated with a special library. Most school librarians are also teachers and have to qualify as such and their qualifications and standards are different. It was the general opinion of the teacher-librarians in attendance that at present the entire procedure is being handled in a very loose fashion.

B.I.A. librarians were advised to contact Mrs. Yoder on these problems if they could not get satisfactory results at their home bases.

If necessary, Mrs. Yoder could contact the personnel office in the Department to help solve the problem or find answers for the problems.

A final area of discussion concerned training programs. The audience indicated that more training programs are desired and current information on training opportunities be made available to the field. The Civil Service Commission and the U. S. Department of Agriculture should be contacted for the latest information.

Mr. John R. Garnett

At the 1st decision point, "A", the user decides whether to discuss his problem with a colleague or to go to the library or information center. He will have probably consulted his own files and made numerous observations before disturbing a colleague.

He has a second decision, "B", to go to the library. Reflected in this decision are a number of factors: Previous experience, or, ease of access to the library, etc. Study after study indicates that accessibility to a library is of key importance in library use.

At decision point "C", he makes another decision...whether to ask the librarian, or to search the files for himself. Here, the image he has of the personnel, their effectiveness, and his previous experience with this or any library undoubtedly affect his decision.

All these choices form part of the background for the negotiation process.

Let's say our gentleman has arrived at the Reference Desk of the library and that he has decided to consult the librarian. Actually, this "arrival" could be by mail, telephone, or in person, each method having, of course, its own unique set of communication barriers.

The interaction of the librarian and the user at this point is dependent upon and affected by the personal frames of reference of the two persons involved. In the case of the librarian, his frames of reference are: the library itself, his profession, and his skill in exploiting information. While the user, on the other hand, is dependent upon and affected by a similar set of components: his work group, his profession and his information use behavior. There are other factors involved...perhaps less definable, but none the less real. Perhaps this picture will help illustrate what I mean.

Have you seen this picture before? Some see a beautiful young lady, some see an old lady, others see nothing at all.

	7:45--9:45	9:45--11:45	11:45--1:30	1:30--3:30	3:30--5:30	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
TOTAL						

RECORD OF REQUESTS FOR REFERENCE SERVICE
U.S. DEPARTMENT OF THE INTERIOR LIBRARY

Period covered _____ Name _____

	WCF	FNP	FSF	LIA	LLM	LOR	LOT	MBM	MGS	MOG	OWR	PFW	SEC	SOL	WBP	WSA	OTHER GOVT.	OUTSIDE	STAFF USE
TYPE I Request for a specific book or call no. easily found																			
Field																			
Total																			
TYPE II General question (ACRL definition)																			
Field																			
Total																			
TYPE III Search questions (ACRL definition)																			
Field																			
Total																			
Grand Total																			

INFORMATION SERVICES DIVISION
STATISTICS REPORT
SUMMARY SHEET
August 1970

1. Reference Requests: Total 847*

   Type I: 401 Type II: 411 Type III: 35

2. Federal Aid:

   Searches: 2 Letters: 2

3. Correspondence:

   Incoming: 10 Outgoing: 9

4. Translation Searches: 9

5. Telephone Calls: 1,073

6. Tours: 2

   FSF--20 persons
   Secretary's Office--1 person

7. Training Orientations: 4

*Statistics were not received from other Divisions.

TELEPHONE CALLS

SUMMARY

MONTH OF August 1970

WEEK OF	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
August 3-7	47	60	49	48	43	247
August 10-14	62	66	63	70	46	307
August 17-21	55	44	64	41	31	235
August 24-28	44	55	44	49	36	192
August 31	56					56
TOTAL	264	225	220	208	156	1,073

INFORMATION SERVICES DIVISION
STATISTICS REPORT, PART I

NO. INQUIRIES

MONTH OF August 1970

	PRESENT MONTH	PREVIOUS MONTH	PREVIOUS YEAR
FCF	51	37	19
FNP	44	23	26
FSF	34	28	19
LIA	29	35	44
LLM	15	25	30
LOR	26	18	24
LOT	3	3	7
MBM	73	54	47
MGS	13	18	9
MOG	8	8	12
OWR	15	7	5
PFW	18	18	15
SEC	120	71	95
SOL	98	69	31
WBR	19	20	11
WSA	5	2	2
Total by Bureau	571	436	396
OTHER GOVT.	120	140	86
OUTSIDE	156	158	152
TOTAL	847	734	635
TELEPHONE CALLS	1,073	639	875

CORRESPONDENCE:

MONTH OF August 1970

	TYPE I	TYPE II	TYPE III	TOTAL
FCF	23	27	1	51
FNP	13	30	1	44
FSF	18	16	-	34
LIA	15	13	1	29
LLM	5	10	-	15
LOR	19	7	-	26
LOT	-	3	-	3
MBM	42	29	2	73
MGS	3	8	2	13
MOG	6	2	-	8
OWR	8	7	-	15
PFW	4	13	1	18
SEC	56	57	7	120
SOL	54	42	2	98
WBR	5	14	-	19
WSA	2	3	-	5
OTHER GOVT.	56	60	4	120
OUTSIDE	72	70	14	156
TOTAL	401	411	35	847

LITERATURE SEARCHES

MONTHLY REPORT

August 1970

Bureau	French	German	Japanese	Italian		Russian	Swedish	No. Req.
Bureau of Mines		1			1	2		4
FWQA	1				1			2
General		2			1			3

TOTAL ____

TRANSLATION SEARCHES

MONTHLY REPORT August 1970

DATE: September 1, 1970

REQUESTED				FOUND	
Bureau	Language	No. of Items	Pages	No. of Items	Pages
BM	Russian	2	5	-	-
	German	1	18	-	-
	Other	1	-	-	-
FWQA	French	1	129	-	-
	Czech	1	7	-	-
*Gen.	German	2	-	-	-
	Spanish	1	-	-	-
	TOTAL	9	159	-	-

*letters that were translated for the Secretary's Office.

Director of Library Services — September 8, 1970

Chief, Information Services Division

Federal Aid Letters

As of August 31, the status of the Federal Aid letters received by the Division was as follows:

	Letters	Searches Required
Total Received	165	291
Total Answered	152	259
Total Unanswered	12	32
August 1-31, 1970		
Received	3	5
Answered	2	2
Date of Search in Progress		
April 17, 1970		2
April 28, 1970		1
June 10, 1970 (priority assigned)		1
Dates of Letters Unanswered		
May 11, 1970		1
May 15, 1970		1
May 18, 1970		1
June 12, 1970		1
June 16, 1970		1
June 26, 1970		1
July 21, 1970		1
July 21, 1970		1
July 30, 1970		1
August 10, 1970		1
August 18, 1970		1
	Total	28

INTERLIBRARY LOANS

Mrs. Alice Trout
Circulation and Binding Branch
Office of Library Services
Washington , D.C.
and
Mrs. Charlotte Falk
Federal Water Quality Administration
Athens, Georgia

The Circulation Branch would prefer interlibrary loan requests to be made on ALA forms, giving all information that is available, including where the item was verified. If at all possible, please give complete title of item, not abbreviations - especially those in foreign languages. If the request is a rush, please note this on the form or call Circulation if you wish.

When requests are received by the Circulation Branch they are stamped with the day's date and counted. We receive 800-900 requests monthly. Of these, approximately 225 are from field libraries.

The requests are then verified, if necessary (ULS, BIP, CA, etc.), and sorted into periodical and book requests. The periodical requests are checked in the periodical list. If Interior Library does not own the periodical, and the request is from a Departmental employee, it is then given to me to try to borrow from another library. If the patron is from a field library and has given the pagination, author and/or title of the article on the request, we make a xerox copy of the article and send it.

Book requests are searched in the catalog. If they are available they are sent to the requestor on a four week loan. If the item is in use at the present time the request is held until the item is available - no longer than a month, however. If we do not own the book, we suggest where it may be obtained, since books cannot be borrowed from another library and then sent to the field offices. If, however, only a few pages are wanted, we will borrow the book and xerox the pages.

When requests for items we do not own are given to me, I count them on my statistics. My requests average 450 a month, 80 of these from field libraries. I then decide which library to request it from, according to subject. If the request is a rush - in the case of a field library request that comes airmail - I call it in to the lending library. If the patron is not in a hurry I fill out an ALA form and send it to the lending library. It usually takes about five days to hear from the lending library on a request

BUREAU OF INDIAN AFFAIRS

Mr. Ray D. Reese, Chairman
Education Specialist, Professional Library
Brigham City, Utah

Mr. Reese discussed items of overall interest to the group and then opened up the session for questions from the participants that needed clarification. The following items were discussed:

1. Binding of magazines. Most of the librarians do not need their periodicals bound to use them more effectively in an elementary or secondary school setting.

2. Standard guidelines for BIA school libraries will be written at the Professional Library and submitted to several of the field librarians for approval prior to overall acceptance and utilization by BIA schools.

3. Centralized purchasing and processing were discussed. Everyone seemed in general agreement that this would be a valuable asset to them if it can be effectively developed.

4. Film service from the Film Library was discussed. It was suggested by Mr. Reese that film orders from one school could be better coordinated if all teachers would order through the librarians. This allows the librarian to send in one or two orders to coordinate the use of films within their school.

5. The question was raised as to why some librarians in BIA were classified as education specialists, others teacher-librarians, and others as librarians. The discrepancies seem to be quite broad throughout the Bureau and no specific answer could be given as to why.

6. Library aides were discussed and it was pointed out some agencies used Title I money to provide teacher aides and library aides.

7. The librarian in a school should have a department head status and be invited to participate in all departmental meetings. This allows the librarian to be an effective aid to the instructional staff in knowing their plans and being able to assist in those plans and programs with sufficient material. This is a vital area needing much work to have administrators recognize the beneficial role a librarian can perform in a school.

Mr. Bromberg met with the group and after dinner he worked with the entire group in formulating a questionnaire. The questionnaire was to be sent out by the BIA to all school administrators and librarians to gather data on the library programs in the schools. Mrs. ElWanda Brinkley from the BIA Central Office was helping formulate the questionnaire and would be responsible for its dissemination and the compiling of the data.

It was suggested that if the librarians need help in their respective schools in any phase of the library program, procurement, supplementary lists, etc., they should make a request through their respective Agency and Area officials for assistance by Mr. Reese. His is a service position and can respond only to requests as they come from the field.

Miss Rebecca Fowler and Mr. Ray Reese

BUREAU OF MINES

Miss Eleanor Abshire, Chairman
Albany, Oregon

All of the Bureau of Mines field librarians were contacted for ideas for the workshop. Many questions and topics of interest were received.

Of these, the most popular topic selected for this session was Bureau reporting procedures. This topic and related discussions covered the major part of the allotted time. An outline of the talk, prepared by Mr. Robert P. Willing, the guest speaker, follows.

More time should be reserved for Bureau section meetings. Most field librarians, were they canvassed, would concur.

* * *

What's New in Procedures Regarding Bureau of Mines Publications, Open File Reports, and Clearinghouse Documents [1]

By Robert P. Willing [2]

1. Publications

   A. The Technical Progress Reports - new series reporting on recent outstanding research developments.

   B. Some noteworthy new reports being printed.

   C. Distribution policy and handling requests for publications.

   D. Mailing lists and how to get on them.

2. Open file reports.

   A. Types of reports.

   B. Necessary steps to place a report on open file.

   C. Handling requests for open file reports.

3. Clearinghouse documents.

   A. Policy of placing in Clearinghouse new Reports of Investigations and Information Circulars, selected open file reports, and outstanding out-of-print reports.

B. Computer research programs and selected tapes.

C. Key words.

4. Discussion.

1/Outline of presentation before the Bureau of Mines library group meeting at Skyland Lodge, Shenandoah National Park, Virginia, Tuesday, September 29, 1970, at 4:00 P.M.

2/Chief, Division of Technical Reports, Bureau of Mines, U. S. Department of the Interior, Washington, D. C. 20240

BUREAU OF SPORT FISHERIES AND WILDLIFE

Mrs. Deborah Andersen, Chairman
Denver, Colorado

The Bureau of Sport Fisheries and Wildlife group meeting joined the ideas of one library liaison officer, one regional librarian, five librarians from Bureau research centers, and one transplant we were fortunate to gain from the former Bureau of Commercial Fisheries. After lauding our liaison, Paul Handwerk, for continued efforts to keep us informed, we discussed possibilities of establishing better communications among ourselves, both for better availability of Bureau materials and more awareness of each other's areas of interest.

It was decided that an attempt would be made to coordinate a Bureau list of serials and holdings, adapting to the U. S. D. I. library's methods of organization. Knowledge of up-dating and variability of holdings involved allowed us to decide that no deadlines could be set at the time. (Mrs. Andersen will hopefully be devoting time to the project this winter.)

Most other discussions centered around specific problems, and suggestions, such as translations, cataloging, reprint files, Bureau publications, and subscriptions -- areas where conclusions are not always reached.

BUREAU OF COMMERCIAL FISHERIES

Mr. Art Priddy, Chairman
Seattle, Washington

The BCF group meetings were attended by several people from outside our Bureau. These included a librarian from the Bureau of Mines Tiburon laboratory and two librarians from BSFW marine laboratories; these people have moved to Commerce with us. In addition, Mr. Stanley Bougas and Mr. John Webber were present representing the Department of Commerce. The prime value of these meetings was, as always, the close availability of people who are at other times only voices on the phone or signatures on interlibrary request forms.

Mr. Bougas and Mr. Webber described in some detail the resources available in Commerce and made some general statement about their future plans. Commerce has, in recent years, been involved with chemistry, meteorology, physics, and physical oceanography through the programs of the National Bureau of Standards and ESSA, but we represent a considerable change.

For the future we can expect that for some time the Commerce, NOAA library systems will lack the essential expertise and collections necessary to serve our needs. During some undefined period we can continue to look to Interior Library to provide services to us.

WATER AND POWER GROUP MEETING

Part I

Mrs. Sophie Hirtz
Librarian, Bureau of Reclamation
Sacramento, California

This discussion will explore the development of nuclear power plants and the extent of involvement of those Interior agencies affected.

Why nuclear power? I chose this subject because there is question and doubt as to the quantity and quality of our energy resources. Some six or seven years ago, the experts were predicting that the resources available and reachable would carry us into the new century. It was agreed, also, that with better techniques in the future, resources not now available will become available. Current statements on this subject indicate that the situation is less hopeful.

The need for per capita use for electricity is steadily growing. Our resources are being depleted at a greater rate. Our environment is becoming increasingly polluted by the by-products of fossil fuel use and the factor of increased cost for research and development to reach the deeper sources of fuel necessitate the development of fuels which are already at hand, so to speak, ready for use and which will not pollute the environment.

Although nuclear fuel does emit some radioactive waste, it is not the kind that pollutes the air. It can be controlled within through proper care and best of all, it is available. Current methods of production can supply a great amount of electricity at competitive cost and research in this field is going on constantly. Nuclear fuel will provide electricity in the future at a cheaper rate with little or no air pollution by-products, thus leaving the fossil fuels free for other uses.

The cost of building nuclear power plants initially is greater than either the hydroelectric or fossil-fueled plants, but generating the electricity will be less costly as time goes on. Since pollution will be minimal, cost for controlling it will be minimal.

The Bureau of Reclamation's interest in nuclear power is concerned primarily with the development of dual-purpose projects to desalinate water while generating electricity. The pilot plant which was to have been set up in Santa Barbara has not materialized.

The cost of nuclear plants depends on the price received from the sale of electricity. The price of water in dual-purpose plants depends on the price of electricity. The Bureau of Reclamation (Region 2) is now buying nuclear power from Washington Water Power.

The National Park Service will be affected by transmission lines carrying such power crossing their lands and the location of nuclear power plants close to National Park Service lands.

Commercial Fisheries and Sport Fisheries are affected by the increase in temperature of oceans, streams, and ponds due to heated water coming from the power plants. In some instances, heightened water temperatures has aided the fishing possibilities. Warmer water has brought more swimmers in some areas. As you know, present sources for producing electrical power are fossil fuels such as coal, oil, and natural gas - thermal hydroelectric nuclear fueled, also thermal-using uranium and thorium.

In almost any issue of the FPC News Digest there are news items that state the supply of natural gas is decreasing. There is talk about having to import greater quantities of this energy source from outside the United States. Coal and oil now need to be derived from deeper less accessible sources which means more research and equipment resulting in greater cost, ultimately, to the consumer.

There are a number of different methods for producing electric power with nuclear fuel. There is a steam-generating system and it is similar in theory and operation to other steam-generating plants. It is only the fuel that is different. One method in use today is the fission method using a pressurized water reactor utilizing light-water. Light water is regular as it comes from the tap. This is the method which will be used by the Sacramento Municipal Utility District, SMUD, as it is known. Their plant is in construction now at Rancho Seco (meaning Dry Ranch), an inland site away from populated areas and away from sea or river water. It will derive its water from the Folsom South Canal which is now being constructed by the Bureau of Reclamation. Other methods now being studied are boiling water reactor, breeder reactor, which is supposed to produce more fuel than it consumes.

The Bureau of Mines has no direct or indirect interest in the production of nuclear energy. They have control over uranium extraction. Their main interest is coal. The major increase in use of nuclear fuel for electrical power may lead to decreased use of coal for that purpose making nuclear energy a competitor in fuel use.

From my vantage point, it seems clear that the development of nuclear power will increase immeasurably for reasons already stated. It will supply base load at a reasonable cost. Peak loads will be supplied mainly by hydro-electric plants, most of which are already well developed. There are very few sites left for further development of hydro-electrical power. Sites can be increased by increasing the size of the present plants or constructing pumped storage reservoirs. For those of us whose agencies will to some extent, be either more or less involved, it is important to be thinking about the kinds of information we will be wanting to have available for our people. The AEC has a number of different bibliographies which will be available on demand. I have here a listing I made myself from the card files at the Library of Congress. If anyone is interested, I will have copies made and will mail to you. I also have some items here you may wish to peruse.

The Interior agencies which will be affected by and involved in the development of nuclear power are primarily the power agencies, such as BPA, Alaska Power, Southeastern and Southwestern Power. Here to give BPA's position is Sally Robertson, assistant librarian at Bonneville Power.

Part II

Sally Robertson
Assistant Librarian
Bonneville Power Administration

Blackouts and brownouts have been prominent topics in the news. The problem of meeting the nation's growing power needs at low costs is a major concern of power facilities throughout the United States. Today I would like to tell you briefly of the Pacific Northwest's means of meeting these needs and Bonneville Power Administration's role in the Joint Hydro-Thermal Power Program.

Sometime around 1966, it was realized that the day had come when the Pacific Northwest was running out of hydro sites to meet the power requirements of the region. BPA, public agencies and private utilities band together under the Joint Power Planning Council to meet the challenge of providing the needed power. Looking ahead for 20 years on the load forecast, it was learned that the Northwest would need the equivalent of 80 Bonneville Dams to meet the power demands in the 1980's.[1/] It was noted also that there just weren't 80 more dam sites and that all major existing hydro sites would be developed by 1975. Thus new sources of energy needed to be developed. The group recognized that the job was of such magnitude that it couldn't be done by any one interest group alone. The various utilities were dependent upon each other to do its share.

The Council first attempted to forecast the load growth as accurately as possible both to amount and location of such growth. Next they planned together an overall master plan and then identified within the framework of that who was going to do what when, and then made committments to each other. It was decided that thermal plants, either coal-fired or nuclear engergy, would need to be built and it would be desirable to have one in service by 1972. Thus the Joint Power Planning Council innaugurated the Joint Hydro-Thermal Power Program with responsibilities delegated among the three interest groups as follows:

(1) Bonneville Power will provide additional hydro capacity by additions to existing hydro sources. For example, add a second power house at Bonneville Dam, a third at Grand Coulee Dam where the capacity will go from two million kilowatts to 9 million and make additions to other existing dams.

(2) BPA also will provide additions to the transmission grid throughout the region to include transmission lines for the thermal powerplants.

Power blackouts elsewhere in the country have shown the necessity for stronger interconnections. A strong boost to our interconnection system are our two 500 KV AC lines from John Day Dam in Oregon to California and the recent completion of the Northwest-Southwest intertie with a high-voltage DC line from The Dalles to Los Angeles. Dedication ceremonies for this last accomplishment were held in Celilo on 25 August. Through this intertie system, we will sell surplus power and capability to California. The capability of our own system is increased by about a Bonneville Dam and a half because we can call on their steam plants[15] when we need them. The winter of 1968 was extremely cold in the Northwest. The people would have had some bad times if the area had not had the two AC lines with which to obtain power from California. Without this help, BPA would have had to "pull the switch" on Northwest customers to make ends meet.[16]

With the cooperation of the Northwest utilities, BPA performs its tasks of preparing and coordinating power loads and resources, scheduling construction of new powerplants and making sure there are no power shortages -- an important role in helping to "keep the lights on" in the Pacific Northwest.

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2. H. R. Richmond, "Bonneville's Role in the Economic Development of the Pacific Northwest" (transcript of Mr. Richmond's remarks as a participant in a panel discussion, "Let's Face It" broadcast over KOIN-TV in Portland, Oregon, January 21, 1969) p. 2.

3. Interviews with Edward J. Warchol, Nuclear Advisory Group, Bonneville Power Administration, September 8, 21 and 22, 1970.

4. H. R. Richmond, "Progress Report--Joint Hydro-Thermal Power Program" (paper read before the Annual Meeting of the Northwest Public Power Association, Vancouver, B.C., July 14-17, 1970) p. 4.

5. Op. cit.

6. H. R. Richmond, "Bonneville Power Administration's Role in the Economic Development of the Pacific Northwest" (transcript of Mr. Richmond's remarks) p. 2.

7. Portland General Electric Company, "Trojan Nuclear Plant" (report prepared as a basis for the detailed environment statement as required by the National Environmental Policy Act of 1970; Docket No. 550344, May 27, 1970) p. 1.

8. Ibid. p. 9.

9. Ibid.

10. H. R. Richmond, "Progress Report--Joint Hydro-Thermal Power Program" (paper read before the Annual Meeting of the Northwest Public Power Association, Vancouver, B.C., July 14-17, 1970) p. 6.

11. Interviews with Edward J. Warchol, Nuclear Advisory Group, Bonneville Power Administration, September 8, 21 and 22, 1970.

12. Ibid.

13. Bonneville Power Administration, "Excerpts From Advanced Program 1966-1976" (Portland: Bonneville Power Administration, 1966) p. 3.

14. Bonneville Power Administration, "Excerpts from Advanced Program 1966-1976) p. 3.

15. H. R. Richmond, "Bonneville's Role in the Economic Development of the Pacific Northwest" (transcript of Mr. Richmond's remarks as a participant in a panel discussion, "Let's Face It" broadcast over KOIN-TV in Portland, Oregon, January 21, 1969) p. 5.

16. Interviews with Edward J. Warchol, Nuclear Advisory Group, Bonneville Power Administration, September 8, 21 and 22, 1970.

FUNCTIONAL PROGRAM SESSION III

Reported by
Mrs. Frances Swim
Office of Library Services
Washington, D.C.

Theme: Protection of the Environment. Especially planned for Bureau of Outdoor Recreation, National Park Service, Sport Fisheries and Wildlife, and Marine Resources staff.

Dr. Ray Johnson, Chairman, Assistant Director, Research,Bureau of Sport Fisheries and Wildlife, Washington, D. C., gave a lecture with slides on the significance of conservation which now is being interpreted as the protection of the environment for all living forms, man, animals, insects, plants, and aquatic life. The interdependence of all life was portrayed.

Four essential elements which must be maintained on our space ship Earth are living space, food, water and sunlight. Through numerous slides the relationships of these vital elements was vividly seen. Dr. Johnson suggested that through the use of slides and films libraries convey the message of maintaining the quality of our environment for all interested lay groups and individuals. He showed a catalog of conservation films which he gives to such groups. He asked the audience what they were doing or how they were meeting inquiries for program materials on environmental issues.

Skyland to Washington
"Help! What do I do now? There are six busses here!"

EVALUATION

Fifth Annual Library Workshop (1970)

(32) Librarian (1410 Series)
(11) Library Assistant or Technician
(3) Secretarial - Clerical
(8) Other

1. Which, in your opinion, were the most instructive topics presented? (Listed in order)

Cataloging	18
Procurement	15
How to Negotiate a Reference Question	13
New Products, Processes and Services	11
Acquisitions	11
Communications	11
Field Librarian Spotlight	10
Interlibrary Loans	8
Protection of the Environment	7
Reprints	6
Bibliographies	6
Group Sessions	6
Selections	5
Efficient Weeding Practices	4
Roving Librarians	3
Portland to Washington	3
Personnel	3
Reference Titles	3
Legal Reference	2
Simultaneous Sessions	2
Binding	2
Translation	2
Library Service Report	1
Luncheon Keynote Address	1
Guidelines for Librarians	1
Federal Library Committee	1
Talking Among Each Other	1
Discussion During the Translation Session	1
Mr. Bromberg's Offer to Help	1

2. In your opinion, list the least instructive topics discussed. (Listed in order)

Translations	16
Reprints	11
Efficient Weeding Practices	6
Binding	6
Library Service Report	6
Selections	5
New Products, Processes and Services	5
Cataloging	5
Union List of Serials	4
Personnel	3
Communications	3
General Speeches by Department Heads	2
Acquisitions	2
Purchasing	2
Procurement	2
Reference Titles	2
Protection of the Environment	2
New Books	1
How to Negotiate a Reference Question	1
Federal Library Committee	1
Book Exchange Tour	1
Bureau Meetings	1
Field Librarian Spotlight	1
Bibliographies	1
Handouts	1
Many, Many Areas	1

3. Can you suggest any areas you would like to have covered more thoroughly in the future?

More sessions for small libraries to include: uses for title money, getting the most out of your budget, cataloging in field libraries, and better organization for the field librarian.

Computer adaptation for small libraries.

New products and interlibrary loans should be set up on an annual basis.

The educational aspects of the library.

More time for Bureau meetings.

Limited time for specific school libraries and their problems.

More general topics and not so much on field problems.

New ideas in cataloging and the cataloging of non-printed media.

Reprints.

Translations.

Better public relations.

More panel discussions.

More dynamic speakers on any library subject.

Segregate the school librarian from the rest as for specific problems and hold separate meetings for any small groups.

Opportunity to examine and evaluate labor saving equipment.

Procurement

Audio-visual materials used in the simultaneous sessions.

Section meetings.

Job description classification.

Better instruction in purchasing regulations.

Selections on Indian Literature.

The use of microfilm and microfiche.

3. continued

More on acquisitions.

Communications.

The problems and the needs of the large technical library.

Specialized reference sources.

Personnel.

A report on the first year of the roving librarian.

On-the-job training for study people and technicians.

Bibliography.

Channel chopping.

Explanation of G.P.O. and its class sytem.

Explanation of tools which help in using and understanding government documents.

More on efficient weeding.

Legal reference.
Changes in required reports.

Binding.

4. Did the meetings help you to understand any operating problems and give you any ideas for their solutions?

Two stated no.
Five left this unanswered.
The rest answered ye.

Reasons:

The procurement panel aided by establishing the need for procurement and airing some of the problems therein.

The communication session established possible reasons for the lack of understanding of field problems and people in general.

Everything was of value.

Reference and acquisitions suggested procedures for tabulation of data.

The importance of avoiding technical obsolesence.

Instilled an attitude of self-improvement and efficiency.

One was not previously aware of interlibrary loans.

Better understanding of personnel procedures.

New ideas in selections.

A better understanding and relation both here and in the field.

Aided most by question and answer sessions.

The workshop was thought provoking.

Book Exchange.

A solution for reprint problems.

Group meetings aided more than the sessions.

Better aspect of management.

Obtained aid in starting a new resource collection.

Understanding other library problems.

Obtaining translations.

Microfilm and microfiche was very interesting and instructive.

5. Do you think that having simultaneous sessions was:

(46) Very Good
(10) Good
(00) Unnecessary
(00) Disastrous

6. Which of the simultaneous sessions did you attend? (Listed in order of attendance)

Functional Program I, II, III, and IV	34
How to Negotiate a Reference Question	31
New Products, Processes and Services	29
Reprints	29
Cataloging	29
Acquisitions	27
Selections	24
Communications	21
Binding	21
Translation	21
Interlibrary Loans	19
Bibliographies	16
New Reference Titles	15
Personnel	11
Legal Reference	4

7. Did you miss any of the simultaneous sessions you would have liked to attend?

Thirteen said no.
Nine answered nothing.
The rest stated that they had missed sessions for the following reasons:

Most all agree that the reason that they missed any session at all was because of a time conflict. Some stated that it was due to poor planning on their part. Still some said that they wanted to attend all and of course that was impossible.

The meetings missed were:

Communications
Cataloging
New Products, Processing and Services
Bibliographies
Acquisitions
Selections
Reprints
How to Negotiate a Reference Question
Personnel
Binding
Legal Reference

Forget the formal luncheon.

More repetition of the sessions.

More tours of other libraries.

More communications concerning the workshop.

More time for a social get-together.

Better room arrangements and more room in the rooms.

More time for discussions in the sessions

More panel discussions.

No evening sessions.

Have the Bureau meetings earlier in the program so the mind can be free for whatever comes up in the meetings later.

Be better informed about the attitudes of the people you will be the guests of. The people at Skyland were, to say the least, rude.

All of the participants should be given a letter of recommendations.

14. What is the name of your Bureau?

(15) Bureau of Indian Affairs
(13) Bureau of Mines
(8) Bureau of Commercial Fisheries
(7) Bureau of Sport Fisheries and Wildlife
(5) Geological Survey
(2) National Park Service
(2) Bureau of Reclamation
(1) Federal Water Quality Administration

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713-763-1211

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Pascagoula, Mississippi 39567

FTS 601-763-4591

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Auke Bay, Alaska 99821

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Beaufort, North Carolina 28516

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Biological Laboratory
Oxford, Maryland 21654

FTS 301-226-5193

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Gulf Breeze, Florida 32561
FTS 904-932-2249

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Miami, Florida 33149
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Honolulu, Hawaii 96812
808-946-2181
ext. 115

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Rogers Avenue
Milford, Connecticut 06460
FTS 203-878-2459
ext. 29

Rose, Milton M.
Head, Translation Unit, Foreign Fisheries
18th and C St., N. W.
Washington, D. C. 20240
FTS 202-343-5781

Scattergood, Leslie W.
Chief, Division of Publications
1801 N. Moore Street
Arlington, Virginia 22207
FTS 202-557-4401

Sylvester, Mrs. Rita D.
Science & Technology Writer
Technical Reports Division
1901 Ft. Myer Drive
North Arlington, Virginia 22209

Waters, Mrs. Eleanor Y., Librarian — FTS 912-265-2080
National Marine Fisheries Service
Exploratory Fishing and Gear Research Station
P. O. Box 280
Brunswick, Georgia 31520

Wilke, Floyd, Librarian — FTS 206-523-0550 ext. 260 or 664
Marine Mammal Biological Laboratory
Sand Point Naval Air Station, Building 192
Seattle, Washington 98115

Winemiller, Mrs. Lois F., Library Technician — FTS 301-927-5800 ext. 49
Regents Drive
College Park, Maryland 20740

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450 Golden Gate Avenue
P. O. Box 36063
San Francisco, California 94102

Cockrell, Mrs. Carol L. — FTS 602-261-3900
Horace M. Albright Training Center
P. O. Box 477
Grand Canyon, Arizona 86023

Hall, Mrs. Doyetta — FTS 304-535-6327
Stephen P.Mather Training Center
Harpers Ferry, Virginia 25425

Jones, William R. — FTS 209-372-4441
Research Library
Yosemite National Park
P.O. Box 545
Yosemite, California 95389

Kellman, Miss Violet M., Librarian — FTS 415-556-7604
450 Golden Gate
P. O. Box 36025
San Francisco, California 94102

Lissimore, John J., Park Historian — FTS 202=381-7340
Lincoln Museum
511 - 10th St., N. W.
Washington, D. C. 20242

Nugent, Miss Frances B., Librarian — FTS 402-221-3471
1709 Jackson Street
Omaha, Nebraska 68102

** Additional Park Service listings on page 243.

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Southwest Archeological Center
P. O. Box 1562
Globe, Arizona

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Ohio Basin Region
4676 Columbia Parkway
Cincinnati, Ohio 45226

Circiello, Mrs. Jean, Librarian — FTS 415-556-5876
760 Market Street
San Francisco, California 94102

Folk, Mrs. Charlotte C., Librarian — FTS 404-546-3103
College Station Road
Athens, Georgia 30601

Fowler, Miss Rebecca, Librarian — FTS 202-557-7315
Room 1015
Building 2, Crystal Mall
Washington, D. C. 20242

Fuller, Miss J. Lorene, Librarian — FTS 405-336-3311 ask for 332-8800
P. O. Box 1198
Ada, Oklahoma 74820

Hoduski, Mrs. Bernadine — FTS 816-374-5496
1911 Walnut Street
Kansas City, Missouri 64110

Hughes, Merlie C. — 907-479-2251
Alaska Water Laboratory
Arctic Health Research Center Library
College, Alaska 99701

Lewis, Mrs. Mary J., Librarian — FTS 218-727-6692
National Water Quality Laboratory
6201 Congdon Boulevard
Duluth, Minnesota 55804

Mason, Mrs. Margaret
Chesapeake Technical Support Laboratory
Annapolis Science Center
Annapolis, Maryland 21401

Gamache, Miss Rose A., Librarian — FTS 401-847-8178 or FTS 401-789-9738
National Marine Water Quality Laboratory
P. O. Box 277
West Kingston, Rhode Island 02892

McCauley, Mrs. Betty M., Librarian
200 S. W. 35th Street
Corvallis, Oregon 97330

FTS 503-752-4346
ext. 346

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Denver Wildlife Research Center
Denver Federal Center, Building 16
Denver, Colorado 80225

FTS 303-233-3611
ext. 2283

Bennett, Miss Mabel
Sandy Hook Marine Laboratory
Highlands, New Jersey 07732

FTS 201-872-0200
ext. 30

Burress, Ralph, Director
Southeastern Fish Control Laboratory
P. O. Box 9
Warm Springs, Georgia 31830

FTS 404-655-3573

Cooper, Mrs. Jane, Librarian
Fish-Pesticide Research Laboratory
Route 1
Columbia, Missouria 65201

FTS 314-442-3103

Garrett, Mrs. Lynda, Acting Librarian
Patuxent Wildlife Research Center
Laurel, Maryland 20810

FTS 301-776-4880
Ext. 235

Hamilton, Mrs. Sandra E., Librarian
Federal Building, Ft. Snelling
Twin Cities, Minnesota 55111

FTS 612-725-3576

Handwerk, Paul S.
Fishery Biologist (Research)
552 Matomic Building
Washington, D. C. 20240

FTS 202-343-2079

Levy, Mrs. Elaine, Librarian
New England Basin Office
240 Highland Avenue
Needham Heights, Massachusetts 02194

FTS 617-223-7337
ext. 44

Schatz, Miss Elaine, Librarian
Box 1672
Jamestown, North Dakota 58401

FTS 701-252-5363
ext. 37

Rehfus, Mrs. Ruth, Librarian
Research Laboratory
P. O. Box 640
Ann Arbor, Michigan 48107

FTS 313-769-7461

Schnick, Mrs. Rosalie, Librarian — FTS 608-784-9666
Fish Control Laboratory
P. O. Box 862
La Crosse, Wisconsin 54601

Wright, Mrs. Florence T., Librarian — FTS 304-725-2553
Leetown, Route 1
Kearnysville, West Virginia 25430

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2800 Cottage Way
Federal Office Building
Sacramento, California 95825

McBirney, Warren B., — FTS 303-233-6592
Chief, Engineering Reference Branch
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Denver, Colorado 80225

Risley, Albert G.
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Bureau of Reclamation, Region III
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Boulder City, Nevada 89005

GEOLOGICAL SURVEY

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Goodwin, George H., Librarian — FTS 202-343-3864
Room 1033, GSA Building
Washington, D. C. 20240

Horan, Carol Lynne — FTS 202-343-2379
Room G-35, G.S.A. Building
Washington, D. C. 20242

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601 East Cedar Avenue
Flagstaff, Arizona 86001

Sasscer, Richard Scott — FTS 202-343-2379
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Washington, D. C. 20242

Robertson, Mrs. Jennie, Librarian
Flandreau Indian School
Flandreau, South Dakota 57028

FTS 605-997-2451

Hellman, Miss Jane, Librarian
Standing Rock Indian School
Fort Yates, North Dakota 58538

Good, Mrs. Norma J., Librarian
Turtle Mountain Community School
Belcourt, North Dakota 58316

Hall, Mrs. Charlotte M., Librarian
Mandaree Indian School
Mandaree, North Dakota 58757

Librarian
Pine Ridge Indian School
Pine Ridge, South Dakota 57770

Lauder, Mrs. Max, Librarian
Wahpeton Indian School
Wahpeton, North Dakota 58075

Deane, Mrs. Betty, Librarian
White Shield Indian School
Emmet, North Dakota 58534

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Albuquerque Indian School
907 Indian School Road, N. W.
Albuquerque, New Mexico 87100

FTS 504-843-3069

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Institute of American Arts
Santa Fe, New Mexico 87501

Stack, Mrs. Iris, Librarian
Laguna Indian School
Laguna, New Mexico 87026

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Tahlequah, Oklahoma 74464

FTS 405-456-4332

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Chilocco, Oklahoma 74635

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Dilcon Indian School
Winslow, Arizona 86047

Sutton, Mrs. Leota, Librarian
Intermountain Indian School
Brigham City, Utah 84302

Zahner, Mrs. Gladys N.
Lukachukai Indian School
Lukachukai, Arizona 86507

Garcia, Genevieve, Librarian
Leupp Boarding School
Star Route
Winslow, Arizona

Haley, Mrs. Wilda, Librarian — FTS 602-781-6338
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Many Farms, Arizona 86503

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Rock Point Indian School
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Creamer, Miss Vera, Librarian
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Little Water, New Mexico 87420

Behrens, Miss Amy L., Librarian
Shiprock Indian School
Shiprock, New Mexico 87420

Dean, Mrs. Barbara A., Librarian — FTS 602-656-3252
Teec Nos Pos Indian School
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Atwell, Mr. Guy, Librarian
Rough Rock Demonstration School
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Santa Rosa Indian School
Sells, Arizona 85634

Nichelson, Miss Suzanne
Toadlena Indian School
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Gatlin, Mrs. Pauline
Kayenta Indian School
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Chuska Boarding School
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Wingate High School
Fort Wingate, New Mexico 87316

Walker, Mrs. Gladys Melveta, Librarian — FTS 602-283-5872
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Tuba City, Arizona 85045

Hughes, Mrs. Eula M.
Greasewood Indian School
Ganado, Arizona 86505

Bloomer, Miss Linda, Librarian
Toyei Indian School
Ganado, Arizona 86505

Denu, Mrs. Louise N., Librarian
Wingate Elementary School
Fort Wingate, New Mexico 87316

Boss, Mrs. Evelyn, Librarian
Chinle Indian School
Chinle, Arizona 86503

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Phoenix Indian School
Phoenix, Arizona 85000

Persson, Mr. Norman, Librarian
Sherman Institute
Riverside, California 92502

Stanbro, Sybil L., Librarian
Stewart Indian School
Stewart, Nevada 89437

PORTLAND AREA

Duncan, Mrs. Ethel
Chemawa Indian School
Chemawa, Oregon 97306

FTS 503-585-4511
ext. 35

* * * * * * * *

Brinkley, Miss El Wanda
Education Specialist
Bureau of Indian Affairs Building
Washington, D. C.

FTS 202-343-5921

Reese, Mr. Ray D., Librarian
Instructional Service Center
Professional Library
P. O. Box 66
Brigham City, Utah 84302

FTS 801-726-4338

Ferguson, Esther M., Librarian
Cherokee Elementary School Library
Cherokee, North Carolina 28719

BUREAU OF LAND MANAGEMENT

Masterson, Dean, Librarian
Federal Center, Building 50
Denver, Colorado 80225

OFFICE OF WATER RESOURCES RESEARCH

Lulich, Ljubo
Water Resources Scientific Information Center
Room 1308, Department of the Interior
Washington, D. C. 20240

FTS 202-343-8435

DELAWARE RIVER BASIN COMMISSION

Jordan, Mrs. Joyce
Box 360
Trenton, New Jersey 08611

FTS 609-883-9500

Malone, Robert M.
Hermitage Library Services
45 North Hermitage Avenue
Trenton, New Jersey 08618

FTS 609-393-3377

NATIONAL PARK SERVICE
(Late additions)

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Curator - Librarian
Yosemite National Park, California 95389

Hinchliffe, Louise
Librarian
Grand Canyon National Park, Arizona 86023

mailed in. If the item requested is not available from the lending library, I try another library or hold the request about two weeks and then resubmit. As a rule I do not notify the field libraries that I am doing this. If the item is not owned by the lending library, I request it elsewhere, limiting the libraries I try to around five. If the item is not available in any Washington area library, I send memorandums suggesting somewhere near you or, if nowhere else is listed, I notify you that we are canceling the request.

The original requests are held for two months and then send to our Selections Branch for review.

BUREAU GROUP MEETINGS

(3) Public and private utilities, in addition to their normal distribution responsibilities, will build the large thermal plants or bring in energy from outside the region.[2]

(4) Bonneville will serve also in an integrating role and provide reserves for the forced outages. It will integrate the thermal powerplants with the Columbia River Power System.[3]

(5) The public and private utilities will construct seven large thermal powerplants from 1971 through 1980 to augment and coordinate with the Pacific Northwest hydro generation.[4]

Private utilities currently are constructing a coal-fired steam plant near Centralia, Washington. This two unit powerplant is jointly sponsored by Pacific Power and Light Company and Washington Water Power Company of Spokane. The first unit, consisting of 700 megawatts of power, will be completed in September 1971.[5] The second 700 megawatt unit will be in operation a year later, September 1972.

The second plant under construction is the Trojan Nuclear Power Plant owned by Portland General Electric Company. It is being erected on the Columbia River near Rainier, Oregon. This plant, with power capabilities of 1100 megawatts, is scheduled for commercial operation in September 1974. The City of Eugene, Oregon will have a 30% interest in this plant and Bonneville will buy and resell this city's share of power from that source. It may be interesting for you to know that these two plants taken together -- that is Centralia and Trojan -- are greater in installed generator capacity than Grand Coulee Dam.[6]

Bonneville is concerned with Pollution and environmental aspects of power facilities. BPA has a clause in its contracts for power customers. It says that the customer must not pollute the environment or we can cut off their power. And, of course, utilities constructing thermal powerplants must comply with the requirements of state and federal agencies concerned with pollution, safety, environment and other facets of powerplant control. A report on the Trojan Nuclear Plant issued by PGE shows that after extensive studies, it was determined that the use of a cooling tower was the most desirable cooling system instead of once-through river cooling.[7] The heat will be discharged into the atmosphere instead of the Columbia River.

It was also interesting to note that Portland General Electric plans to develop a large public recreation area in conjunction with the project which it feels will result in an overall enhancement of the scenic and recreational values of the area.[8] The area will be landscaped to provide for picnicking, swimming in warm water, boating,

hiking, sports and games, fishing, birdwatching, and visits to the fish rearing pond. A Visitor's Center will be built at the site during 1971 to be operated as an educational and tourist attraction.[9]

The third plant in the schedule will be the Jim Bridger, a three unit coal-fired plant to be constructed by Pacific Power & Light Co. It will be located at a coal mine 25 miles northeast of Rock Springs, Wyoming. The power from the first 500 megawatt unit scheduled for operation in July 1974 will go to Idaho Power Company. Units #2 and #3 (each 500 megawatts) will be a part of the Joint Hydro-Thermal Program and owned by Pacific Power & Light.[10]

In May 1970, voters of Eugene, Oregon passed a charter amendment requiring a four year delay in the construction of the Eugene Water & Electric Board's 1100 megawatt nuclear plant. After the elections, the Electric Board decided not to build this plant. So the Joint Power Planning Council had to revise the thermal powerplant construction schedule to make up for the loss of the Eugene nuclear plant. The new plan calls for advancing Jim Bridger Unit #3 from September 1979 to September 1976. Plant #4, a nuclear powerplant sponsored by the Washington Public Power Supply System, is to be operational in September 1977 instead of July 1978. Plants #5, #6, and #7 are scheduled to be operative in September 1978, 1979, and 1980. The sponsors of the last three plants are unknown at this time. Of these three, Plant #5 will probably be nuclear energy rather than a fossil fired plant.

The site of Plant #4, owned by Washington Public Power Supply System, is not settled yet. However, it will probably be on the Washington coast or at the Hanford site.[11]. BPA reviews and approves the sites, principle powerplant equipment and construction specifications for this plant. It also contracts for the 100% net billed plants.[12]

Since BPA's transmission lines plan such an important part in the hydro-thermal program, I would like to mention their significance in the overall plan. As you will recall, under the joint program, BPA has the responsibility for providing transmission lines for the powerplants and the entire region. In addition to providing transmission lines, Bonneville will provide reserve and peaking capacities for the Northwest. Large thermal plants require strong systems capable of withstanding the surges of power caused by unscheduled outage of a large steam-generating plant.[13] BPA's high voltage grid has been designed to minimize the impact of outages and is capable, with some reinforcement, of supporting the addition of the large thermal plants.[14] Thermal plants, unlike hydro, can be located closer to load centers with substantial savings in transmission costs.

8. Did you ( ) like or ( ) dislike the split location of the workshop?

Thirty-eight answered like.
Nine checked dislike.

Would you have preferred it in ( ) Washington only or ( ) Skyland only?

Ten stated Washington only.
Eight checked Skyland only.
Several made comments on the locations which were:
Skyland had a poor menu.
There should be more time allowed in Washington.
Three days at Skyland was enough.

9. Do you ( ) approve or ( ) disapprove of the evening sessions?

Thirty-four approved.
Nineteen disapproved.

Reasons for the answers as follows:
Too, too much.
Useful to pass the time due to the location, but enough was covered during the day.
The evenings should have been set aside for getting together, there was enough sitting and listening during the day.
More could have been accomplished in private and small sessions after dinner.
It made the day too long.
Everyone needs time to relax and there was not time to do so.
I got tired.
Meetings are like food, they leave a bitter taste and digest better if taken in moderation.

10. Do you feel that there should have been more participation on the program by:

(4) Departmental Personnel
(18) Bureau Headquarters Personnel
(25) Bureau Field Personnel

Several left this question blank and others just answered no.

11. Do you feel that there should have been more time allowed to visit:

(17) Each other
(19) Bureau Staff
(11) Library Staff

12. On a scale of 1 - 10, please circle your estimate of the value of the workshop to you.

1.	6. 2
2.	7. 4
3. 1	8. 16
4. 1	9. 15
5. 2	10. 11

There was an overall average of 7.9 for the workshop.

13. In general, what do you feel could be done to improve future workshops?

Include the changes brought about by the new media.

More Bureau of Indian Affairs participation.

Get outside chairmen to head sessions and talks.

Be prompt and expect prompt attendance.

Stay at out-of-town locations.

Transportation was not organized too well.

Sessions be spaced better - more time in some areas and less in others.

Do not have as much time on Bureau of Indian Affairs.

Never again at Skyland, too much inconvenience.

Stress field librarian supervisors attend more sessions.

Private sessions after dinner instead of the larger sessions.

More coverage of specific bureau problems.

More time for the participants to organize.

A.D.P. and more new products.

More time for Bureau group meetings.

Have mailing facilities available for hand-outs so they may be mailed rather than carried around everywhere.

Have the hand-outs distributed before any special session that deals directly with them.

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